

PRAIRIE VIEW A&M UNIVERSITY
Administrative Procedures Manual

21.01.02.P0.02 Working Funds

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1. Purpose

The purpose of a working fund is to provide a department transacting cash sales with the necessary cash to give change to customers.

2. Establishment

To establish a Working Fund, the requesting department must submit a written request with proper justification to the Vice President for Finance and Administration (VPFA). Upon review and approval by the VPFA, the request is forwarded to the President for final approval.

3. Issuance

Upon receipt of the approved request, the Manager of Treasury Services in the Fiscal Office will require the responsible person for the fund to sign a responsibility statement (*Attachment 1*) prior to issuing the fund.

4. Random Test Counts

Periodically, the Head Cashier will conduct random test counts of approved working funds to verify that they are properly secured and that all funds are accounted for.

5. De-establishment of Fund

Departments no longer requiring the use of a working fund should contact the Manager of Treasury Services to de-establish the fund. Departments failing to properly secure and/or account for the fund may be required to de-establish the fund.

Contact: Manager of Treasury Services