

June 2, 2008

MEMORANDUM

TO: Petty Cash Fund Custodians, Alternate Custodians, and Supervising Employees

FROM: Robert W. Weseloh, Controller

RE: Petty Cash Fund Closing Procedures for the Year ending June 30, 2008

In compliance with the State of Kansas policies and procedures, establishing for petty cash funds under K.S.A. 75-3052, the following are closing procedures for the June 30th fiscal year end:

Each Custodian should reconcile the fund, as of June 30, and prepare a requisition to restore the fund to its authorized amount. Earlier compliance would be appreciated, to coincide with the June 25, 2008 requisition cut-off. When processing requisition after June 25, 2008 cut-off, it will be considered an Emergency Purchase Order, please contact **Peggy Davis (913-588-1100)** before entering the requisition, and follow procedures for an Emergency Purchase Order.

Any reconciling entry for an overage or shortage must be described in detail, including the date the error was discovered. This will insure that the fund remain intact at it's authorized amount on June 30, as no expense incurred in June can be reimbursed to the fund after that date.

The reconciliation to restore the fund is to be in the Accounts Payable Office, Service Support Building, **no later than July 1, 2008**. Earlier compliance would be appreciated.

Should any questions arise regarding this matter, please contact Toni Funderburke, Accounts Payable (913-588-5335).

Thank you for your cooperation and assistance.

CC Havis Wright
Toni Funderburke