# Change Fund/Petty Cash Audit

FOAPAL

FOAPAL job aids assume familiarity with current software and processes used on campus. They are designed to highlight changes brought about by the introduction of FOAPAL strings.
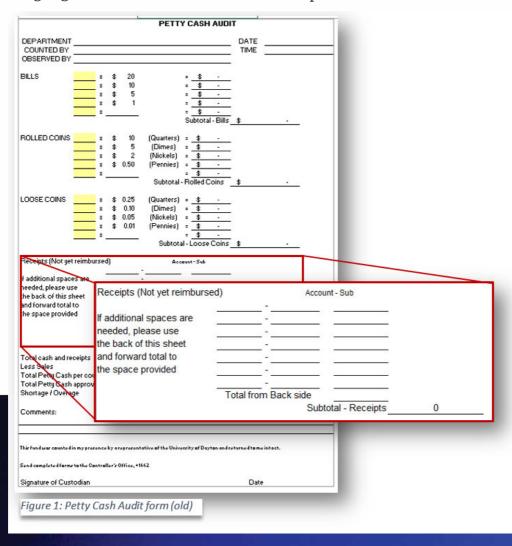
## USE

For use by UD employees whose departments manage a change or petty cash fund to maintain cash on hand. See Petty Cash and Change Fund policies.

## FOAPAL RELATED CHANGES

| Petty Cash Audit Functions | FOAPAL Change |
|---|---|
| 1. Non-reimbursed Receipts | FOAPAL input |
| 2. Additional Itemized Receipts | New worksheet for additional space |

## FOAPAL INPUT AND FORM STRUCTURE

The Change Fund/Petty Cash Audit form has undergone substantial cosmetic changes coincident with the Chart of Accounts changes at UD. Figure 1 (below) shows the old form, along with a highlighted section for Index/Account input for Chart D elements.



Figure 1: Petty Cash Audit form (old)

For questions please contact the Office of the Controller at 937-229-2941.

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## FOAPAL INPUT AND FORM STRUCTURE (continued)

Figures 2 (below) shows the new Change Fund/Petty Cash Audit form and the new input fields for FOAPAL strings.  Users may now use multiple FOAPAL string inputs for non-reimbursed petty cash receipts (only).

Also, for users who have additional receipts that don't fit within these fields, there is an additional tab on the sheet for use as additional space for FOAPAL input.



Figure 2: Petty Cash Audit form (new)