

<b>Task:</b>	<b>Petty Cash</b>		
<b>Sub-Process:</b>			
<b>Preceding task:</b>			
<b>Revision Date:</b>	Oct 9, 2008	<b>SOP Reference #</b>	
<b>Description:</b>	The preferred purchasing method for small business expenses is by procurement card. When using a procurement card is not possible, however, units may use funds from petty cash. Use petty cash to pay only for small-dollar expenses or reimbursements, typically not exceeding \$25.00 per transaction. These expenses may include out of pocket costs for day trips, such as tolls, parking, mileage, etc.		
<b>Responsibility:</b>	Faculty/Staff/Student; Dept/Unit Petty Cash Custodian; ASC Transaction Team		
<b>Frequency:</b>		<b>Timing:</b>	
<b>Process Steps:</b>	<p><b><u>Faculty/Staff/Student</u></b></p> <p><b>Step 1: Purchase goods/services with personal funds and receive a receipt (obtain a tax exemption form prior to purchase if applicable).</b></p> <ul style="list-style-type: none"> <li>• Sign, date, and write business purpose on sales receipt. Include account number/project to charge the expense.</li> <li>• Present receipt to the Department/Unit Petty Cash Custodian for reimbursement.</li> </ul> <p><b><u>Department/Unit Petty Cash Custodian</u></b></p> <p><b>Step 2: Manage petty cash/Reimburse purchases</b></p> <ul style="list-style-type: none"> <li>• Keep petty cash funds in a cash box locked in a secure area, and never leave the funds in an unlocked desk drawer or cabinet.</li> <li>• Record all petty cash reimbursements and collect receipts for those reimbursements. Ensure that each receipt has the <i>business purpose</i> noted.</li> <li>• Reimburse purchaser up to \$25.00 per transaction.</li> <li>• File the original receipt and petty cash transmittal awaiting reimbursement.</li> <li>• Complete reconciliations monthly and each time the fund is replenished.</li> <li>• Submit the Cornell University Petty Cash reconciliation sheet (Addendum A) to the ASC to request reimbursement. Attach original receipts with the request. It is recommended that each receipt be affixed to an 8 1/2" x 11" sheet of paper for document control purposes (Addendum B).</li> <li>• Report overages or shortages to your supervisor, and adjust funds accordingly.</li> <li>• Submit reconciliations to the Dept. Chair or Unit Leader, supervisor, or designee for his/her review and approval.</li> <li>• Retain copies of fund reconciliations in accordance with Cornell University Policy 4.7, Retention of University Records (6-year retention).</li> <li>• Send copies of approved reconciliations to the Division of Financial Affairs upon request (yearly).</li> <li>• Receive and cash check to replenish petty cash.</li> </ul> <p><b><u>ASC Transaction Team</u></b></p> <p><b>Step 3: Process A/P Voucher</b></p> <ul style="list-style-type: none"> <li>• Prepare A/P voucher for petty cash reimbursement and send to the Division of Financial Affairs.</li> <li>• File completed transaction.</li> </ul>		

# Dollar General Standard Operating Procedures

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## **Dollar General Standard Operating Procedures :**

*Standard Operating Procedure* Errol Morris, Philip Gourevitch, 2012-10-31 *Standard Operating Procedure* is an utterly original collaboration by the writer Philip Gourevitch We Wish to Inform You that Tomorrow We Will Be Killed With Our Families and the film maker Errol Morris *The Thin Blue Line* *The Fog of War* They have produced the first full reckoning of what actually happened at Abu Ghraib *Standard Operating Procedure* reveals the stories of the American soldiers who took and appeared in the haunting digital snapshots from Abu Ghraib prison that shocked the world and simultaneously illuminates and alters forever our understanding of those images and the events they depict Drawing on more than two hundred hours of Errol Morris's startlingly frank and intimate interviews with Americans who served at Abu Ghraib and with some of their Iraqi prisoners as well as on his own research Philip Gourevitch has written a relentlessly surprising account of Iraq's occupation from the inside out rendering vivid portraits of guards and prisoners ensnared in an appalling breakdown of command authority and moral order Gourevitch and Morris have crafted a nonfiction morality play that stands to endure as essential reading long after the current war in Iraq passes from the headlines By taking us deep into the voices and characters of the men and women who lived the horror of Abu Ghraib the authors force us whatever our politics to re-examine the pat explanations in which we have been offered or sought refuge and to see afresh this watershed episode Instead of a few bad apples we are confronted with disturbingly ordinary young American men and women who have been dropped into something out of Dante's *Inferno* This is a book that makes you think and makes you see an essential contribution from two of our finest nonfiction artists working at the peak of their powers *Standard Operating Procedures and Guidelines* John Lee Cook, 1998 Every organization needs a set of rules to govern its members This book will help your department overcome the mystique and misunderstanding of SOPs Features benefits Provides an outline for developing and implementing SOPs A collection of sample operating procedures for a wide range of fire department activities Includes sample SOPs forms reports schedules lists and worksheets *Operations Forensics* Richard Lai, 2013-03-01 Powerful tools for using operations metrics to analyze companies in ways that go beyond traditional financial models and statements Investors and analysts often need to look into a firm's operations more deeply than traditional financial statements and models allow This book describes newly developed tools for using operations metrics to discern and influence the valuation of a firm It is the first to present these techniques from a unified perspective that of operations forensics which looks at operations management not from the traditional point of view of a manager but from that of an investor or shareholder After a discussion of financial statements and the useful but incomplete insights they provide the book covers the three components of operations forensics operational indicators operations details that can predict future performance operational due diligence methods for verifying companies' claims about operational excellence and valuing their operational assets and operational turnaround an innovative approach to buyout and turnaround strategies The text also offers brief reviews of

operations management concepts real world examples of operations forensics and a glossary The mathematical material gradually increases in sophistication as the book progresses but can be skipped without loss of continuity Each chapter concludes with a Takeaways and Toolkit section a brief summary of prior research and suggestions for further reading Operations forensics offers powerful tools and frameworks for financial analysts private equity firms managers and consultants This book provides a valuable resource for MBA students and practitioners Downloadable supplementary material for instructors includes figures from the text and 42 slides that can be used for class presentations

**Operations Management** Ray R. Venkataraman, Jeffrey K. Pinto, 2018-11-29 Operations Management Managing Global Supply Chains takes a holistic integrated approach to managing operations and supply chains by exploring the strategic tactical and operational decisions and challenges facing organizations worldwide Authors Ray R Venkataraman and Jeffrey K Pinto address sustainability in each chapter showing that sustainable operations and supply chain practices are not only attainable but are critical and often profitable practices for organizations to undertake With a focus on critical thinking and problem solving Operations Management provides students with a comprehensive introduction to the field and equips them with the tools necessary to thrive in today's evolving global business environment

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Federal Register Index, 2002  
Departments of State, Justice, and Commerce, the Judiciary, and Related Agencies Appropriations for 1975 United States. Congress. House. Committee on Appropriations. Subcommittee on Departments of State, Justice, Commerce, the Judiciary, and Related Agencies Appropriations, 1974

**Financial Services and General Government Appropriations for Fiscal Year 2010** United States. Congress. Senate. Committee on Appropriations. Subcommittee on Financial Services and General Government, 2009

**Navigating the Data Minefields** Scott M. Shemwell, 2025-06-13 Volumes have been written on the need for high quality data to support organizational decision making Most of those books appear to focus on the development and sustainment of data from the standpoint of those directly responsible for the management of data stores and the use of technology necessary to acquire store and secure data sets Navigating the Data Minefields Management's Guide to Better Decision Making provides executives and subject matter experts SMEs with a reasonable set of useful tools they can adapt to their specific organization and operating environment While complexity can never be taken out of an integrated system decision making can be facilitated by using metrics that take into consideration the quality of the data used to make decisions i.e. risk mitigation Professionals who depend on large high quality data sets such as senior and mid level management engineering SMEs data scientists IT systems engineers and medical professionals will want to have this book in their decision making arsenal

**American Torture** Michael Otterman, 2007-01-01 Contrary to US government assertions the Abu Ghraib photos do not reflect the perverse handiwork of a few bad apples As American Torture reveals tortures such as sensory deprivation sexual humiliation and forced standing are core elements of the American detention regime a product of more than sixty years of government research and

development fully detailed in extensive CIA manuals In the wake of the Abu Ghraib scandal mainstream media and human rights organisations have exhaustively documented the American use of torture in detention centres around the world Although expansive these reports lack context American Torture examines the origins of this detention regime and traces how it was refined spread and kept legal Along the way American Torture uncovers the effects of state sponsored torture and deconstructs the myths espoused by its proponents What are the ramifications of such praxis for global security The book will also feature an interview with Mamdouh Habib and look at the plight of Guantanamo Bay detainee David Hicks S. 208, the HUBZone Act of 1997 United States. Congress. Senate. Committee on Small Business,1997 *H.R. 5612, to Amend the Small Business Act to Extend the Current SBA 8(a) Pilot Program* United States. Congress. Senate. Select Committee on Small Business,1980 *Federal Register* ,2004-12 Financial Services and General Government Appropriations for 2010 United States. Congress. House. Committee on Appropriations. Subcommittee on Financial Services and General Government,2009 **Small Business Administration's 8(a) Program** United States. Congress. House. Committee on Small Business. Subcommittee on SBA and SBIC Authority, Minority Enterprise, and General Small Business Problems,1981

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