

Columbia University Finance Training

Petty Cash Certification for Petty Cash DAFs Only

The University's policy requires all petty cash funds to be certified every year by the immediate business officer. You will need to complete and submit this electronic certification annually.

Logging in to the Petty Cash Certification Page

1. Click [here](#) to access the Login screen.

Be aware of "phishing" emails. CUIT will never ask for your password or private personal information via email. Use the main Columbia home page to navigate to password services. Click [here](#) for more information.

UNI

PASSWORD

LOGIN

clear

By using these resources, you agree to abide by Columbia University's [Acceptable Usage of Information Resources Policy](#).
Maintained by CUIT. Please contact the [Helpdesk](#) if you have trouble logging in.

2. Enter your **UNI** and **Password**.
3. Click the **Login** button.

Certifying Petty Cash Funds

The Home page shows the list of PC Funds available to you for certification.

Home

Uncertified Projects

University's policy requires all petty cash funds to be certified every year by the immediate business officer. You have been identified as the petty cash approver for the fund(s) below. Click on each cash fund number to begin the certification process. You will need to complete and submit this electronic certification before May 31, 2017. If you have any questions about the process, contact pettycash@columbia.edu.

		Amount	Amount unaccounted for (if any)	
1	PC4574-0702102-GG008446-MT146	\$2500.00		Certify
2	PC4445-7540203-GT005491-70000000	\$2000.00		Certify

1. Click the **Certify** link for the PC fund you want to certify. The Certification Form appears.

Section 1 – Petty Cash Fund Information displays the petty cash balances and information on record

Section 1 – Petty Cash Fund Information

The University's Records reflects the following information:

Petty Cash Fund for: PC4574
Amount: \$2 500.00
Against Project #: GG008446
Segment: MT146
Department #: 0702102
Custodian: MELISSA WHITE
DAF: ERIC ZARETSKY

Is this fund used for human subject payments? *

☐ Yes

☐ No

Note: If any of the above information requires modification, contact the Finance Service Center. Certification must be completed and submitted before any changes can be processed by the Controller's Office.

2. Select if **Yes** or **No** for *Is this fund used for human subject payments?*

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- Complete **Section 2 – Petty Cash Balance**. This requires a physical count of the petty cash box. You can use the [Petty Cash Reconciliation Worksheet](#) for assistance.

Section 2 - Petty Cash Balance

Fill in amounts. "Total Petty Cash Certified" should equal petty cash fund amount in Section 1.

Cash On Hand	\$	2350	
Petty Cash Slips On Hand	\$		
Outstanding Reimbursements	\$	100	
Amount unaccounted for (if any)	\$	50	Explanation required under Comments
TOTAL PETTY CASH CERTIFIED	\$	2500	

- Complete **Section 3 – DAF Certification** with today's **Date**, your **UNI** and **Name**.

Section 3 - DAF Certification

Date E.g., 04/20/2017	05/20/2017
DAF UNI *	ez2248
DAF Name *	Eric Zaretsky

- Enter any **Comments**. If you entered a balance for *Amount unaccounted for* in Section 2, comments are required.

Comments

\$50 unaccounted for - a check under the old custodian cannot be cashed.

- Click the **Certify** checkbox and click the **Certify** button.

Certify ☒

Certify

Note: If you receive an error message, correct the relevant fields, click the *Certify* checkbox, and click the *Certify* button. For questions regarding errors, contact the Finance Service Center.

The Home page displays the Certified Project.

Petty Cash PC4574-0702102-GG008446-MT146 has been updated.

Home

Uncertified Projects

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	Amount	Amount unaccounted for (if any)	
1 PC4445-7540203-GT005491-70000000	\$2000.00		Certify

Certified Projects

	Amount	Cash On Hand	Petty Cash Slips On Hand	Outstanding Reimbursements	Amount unaccounted for (if any)
1 PC4574-0702102-GG008446-MT146	\$2500.00	\$2350.00		\$100.00	\$50.00

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7. Click the **Fund Number** to view and print the Certification Confirmation.

Home » PC4574-0702102-GG008446-MT146	
PC4574-0702102-GG008446-MT146	
Petty Cash Fund for:	PG4574
Amount:	\$2 500.00
Against Project #:	GG008446
Segment:	MT146
Department #:	0702102
Custodian:	MELISSA WHITE
DAF:	ERIC ZARETSKY
DAF UNI:	ez2248
DAF Email:	ez2248@columbia.edu
ADDITIONAL FUND INFORMATION	
Is this fund used for human subject payments?:	No
Description:	FY2017 Petty Cash Certification
Comments:	\$50 unaccounted for - a check under the old custodian cannot be cashed.
PETTY CASH BALANCE	
Cash On Hand:	\$2 350.00
Outstanding Reimbursements:	\$100.00
Amount unaccounted for (if any):	\$50.00
TOTAL PETTY CASH CERTIFIED:	\$2 500.00
DAF CERTIFICATION	
Date:	Thursday, April 20, 2017
DAF UNI:	ez2248
DAF Name:	Eric Zaretsky

8. Click the **Home** link to certify other PC funds, if necessary.

Getting Help

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>