This Job Aid will help you understand how to use the ARC Vendor/Payee Request Web Form to establish a Petty Cash Vendor Profile in ARC.

Also refer to the following job aids: Submitting Vouchers in ARC for a New Petty Cash Fund, Submitting a Petty Cash Replenishment Voucher in ARC, Submitting a Voucher in ARC to Close a Petty Cash Account.

To establish a petty cash vendor profile in ARC, the department needs to submit a Vendor/Payee Request Web Form to Vendor Management.

- **For a new Petty Cash Custodian profile** - departments with no petty cash custodian vendor profile should add a new petty cash custodian profile (distinct from an employee’s personal vendor profile, if one exists).
- **For an existing Petty Cash Custodian Profile** - a new address should be added to your existing profile.
  
  Departments must EDIT their existing petty cash profile and select Add a New Address (with the new PC#).

### Adding a New Petty Cash Custodian Profile

Access the [ARC Vendor/Payee Request Web Form](#) found on the Vendor Management web page or in the Finance Gateway Forms Library. For more detailed instruction, see the [Initiating a Vendor Request](#) job aid.

1. Enter the Custodian name in the **New / Existing Vendor Information** field and click **Submit**. The search results appear. If this is a new Custodian/Vendor, no search results will be found.
2. Click the **Add New** button, The log in prompt appears.

3. Log in with your **UNI, Password** and **DUO** authentication. You will return to the ARC Vendor/Payee Request Web Form.

4. Click the **Nature of Transaction** dropdown and select **Petty Cash**. In the **Describe the nature of the transaction** field, enter "Petty Cash" and click **Continue**. The form appears with the name of the Custodian in the **Payee Name** field in the Header Info. Enter the Custodian name if it does not appear.
5. In the **Payee Name** field, enter "Petty Cash Custodian" and complete all the other required fields.

6. Enter your office address in the **Address Info** section. Enter the **PC#** of the fund in the **Address Line 3** field. If this information is missing, your request will be rejected. You can find the PC# in the email sent to you by the Petty Cash team approving the establishment of your petty cash fund.

![Address Info](image)

7. Complete the required **Submitter’s Info** fields and click the check box to affirm that there is no conflict of interest between the custodian and Columbia University.
8. Click the **Review and Submit** button. A summary screen with the information you entered appears.

![Summary Screen](image)

9. Verify the information and click the **Submit** button. An e-mail message will be generated to the Custodian indicating that a request has been initiated with any additional instructions.

   **Note:** The department must wait for confirmation that the custodian profile has been created in ARC by vendor management before proceeding to enter the initial AP voucher.

**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