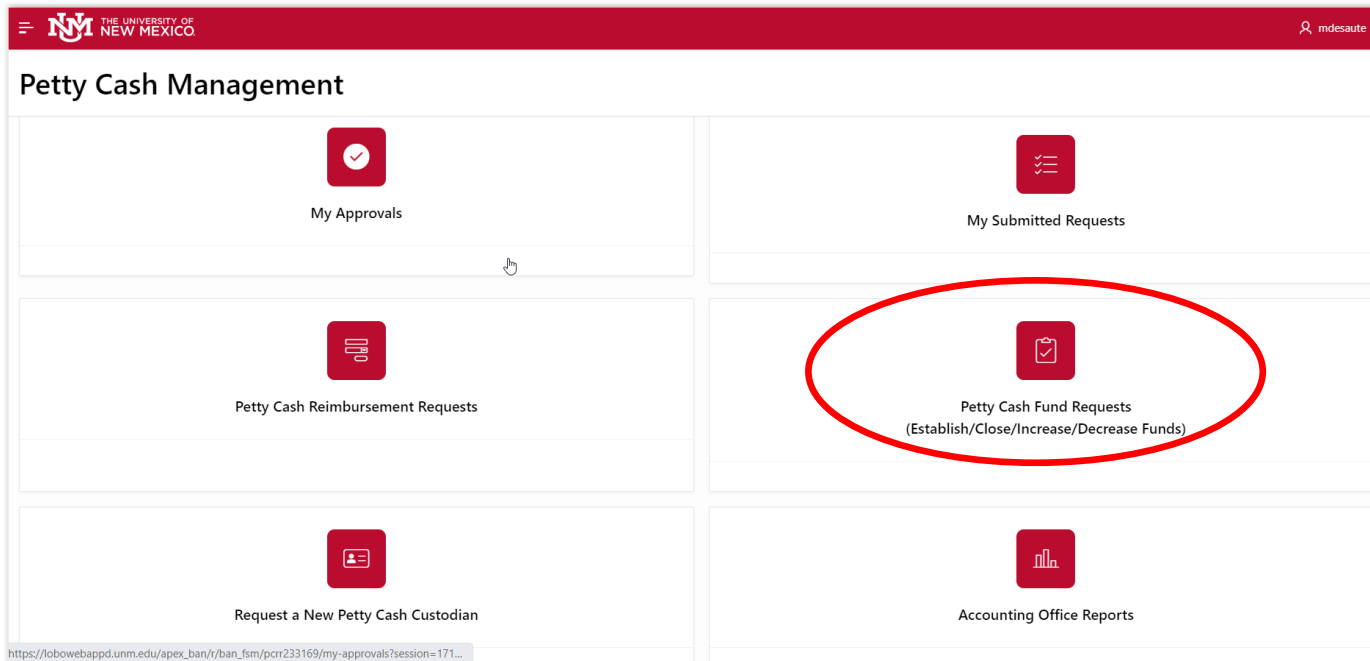


How to Close a Petty Cash Fund

Login to the Petty Cash Management Application at this URL:

https://lobowebapp.unm.edu/apex_ban/r/ban_fsm/pcrr233169/login

Click “Petty Cash Fund Requests (Establish/Close/Increase/Decrease Funds)”

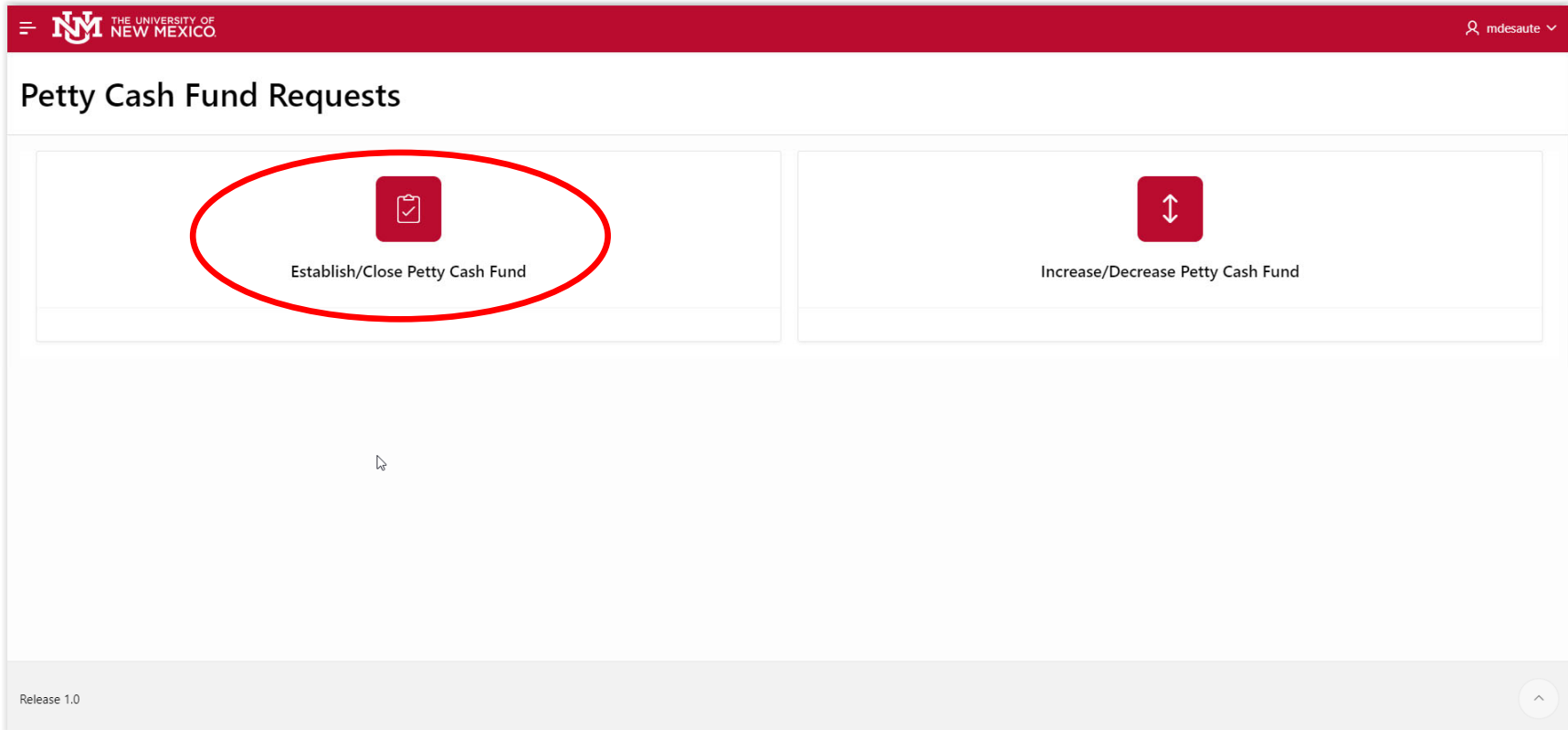



The screenshot shows the Petty Cash Management application interface. The header is red and contains the UNM logo and the text "THE UNIVERSITY OF NEW MEXICO." on the left, and a user profile "mdesaute" on the right. Below the header, the title "Petty Cash Management" is displayed. The main content area is a grid of six cards, each with a red icon and a label:

- My Approvals (checkmark icon)
- My Submitted Requests (list icon)
- Petty Cash Reimbursement Requests (document icon)
- Petty Cash Fund Requests (Establish/Close/Increase/Decrease Funds)** (checkmark icon, circled in red)
- Request a New Petty Cash Custodian (person icon)
- Accounting Office Reports (bar chart icon)


The URL at the bottom left of the screenshot is: https://lobowebappd.unm.edu/apex_ban/r/ban_fsm/pcrr233169/my-approvals?session=171...


Click "Establish/Close Petty Cash Fund."




 THE UNIVERSITY OF
NEW MEXICO. mdesaute

Petty Cash Fund Requests

 Establish/Close Petty Cash Fund

 Increase/Decrease Petty Cash Fund

Release 1.0 

Select the radio button next to "Close Fund."

Establish/Close Petty Cash F

* Action Establish Fund
 Close Fund

Select the Petty Cash fund to be closed from the drop-down menu.

Petty Cash Fund	<input type="text" value=""/>
Fund Amount	<input type="text" value=""/>
Supervisor	<input type="text" value=""/>
Petty Cash Custodian	<input type="text" value=""/>
Justification	<input type="text" value=""/>

- MU Athletics - 2U0225
- MU Midweek Movie Pc - 2U0228
- MU Lobo Cash - 2U0234
- MU ISR Petty Cash - 2U0270
- MU Emergency Ops Ctl Petty Cash - 2U0274**
- MU Psychology - PCNC Petty Cash - 2U0313
- GU I and G - 4U0006

The Fund Amount should auto-populate.

Petty Cash Fund	MU Emergency Ops Ctr Petty Cash -	▼
Fund Amount	\$500.00	

Select your Supervisor from the drop-down menu.

Supervisor	Steffany Sandoval (STEFFANY)	▼
Petty Cash Custodian	<input type="text" value="steff"/>	
Justification	Steffan Walters (STEF92) Laurie Steffen (LSTEFF10) Steffany Sandoval (STEFFANY) Stephanie Clapper (MESTEFFI) Steffen Brown (STEFFEN) Jeanine Steffy (JSTEFFY) David Steffensen (DJSKOUSE)	

The Petty Cash Custodian should auto-populate.

Petty Cash Custodian	Martin Desautels (MDESAUTE)
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Provide an explanation as to why the Petty Cash fund is being closed.

Justification

We no longer need Petty Cash for our operation. Purchases are being made with PCard, Purchase Order and Reimbursements through Chrome River.

Once complete, Click "Submit."

Submit

The Request will be routed to your supervisor, your requested Petty Cash Custodian and your Central Accounting office for review and approval. You will receive email notifications for each approval step.