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.

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.

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.

   ![Certification Form Image]

   **Note:** If any of the above information requires modification, contact [pettycash@columbia.edu](mailto:pettycash@columbia.edu). 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?
3. 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.

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

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

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

   **Note:** If you receive an error message, correct the relevant fields, click the **Certify** checkbox, and click the **Certify** button. **For questions regarding errors, email** pettycash@columbia.edu.

The Home page displays the Certified Project.
7. Click the **Fund Number** to view and print the Certification Confirmation.

```plaintext
PC4574-0702102-GG008446-MT146
```

- Petty Cash Fund for: PC4574
- Amount: $2,900.00
- Against Project #: 00000000
- Segment: MT146
- Department #: 0702102
- Custodian: MAUREEN CARNOT
- DAF #: 602-001
- DAF Email: ec2228@college.columbia.edu

**ADDITIONAL FUND INFORMATION**
- Is this fund used for human subjects payments?: No
- Description: PAY2017 Petty Cash Certification
- Comments: SDO unsuspended for a reason under the old rules. Disable pay for suspension.

**PETTY CASH BALANCE**
- Cash On Hand: $2,900.00
- Outstanding Reimbursements: $0.00
- Amount unavailable for: $0.00
- TOTAL PETTY CASH CERTIFIED: $2,900.00

**DAF CERTIFICATION**
- Date: Thursday, April 29, 2017
- DAF #: 602-001
- DAF Name: Eric Zivney

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

**Getting Help**

Contact: pettycash@columbia.edu

You can log an incident or request a service via Service Now
https://columbia.service-now.com

Or, you can contact the Service Center by phone: (212) 854-2122