Settlement of Petty Cash Process

Student Activities Department & Student Fund – KFUPM

Table of Contents

1. Executive Summary

This process explains how a student club settles petty cash after spending has occurred. The Club President submits a settlement request with receipts. Receipts are reviewed in Student Activities and then by the Student Fund. If all accepted receipts are valid, the Student Fund settles the accepted amount and checks whether any unsettled amount remains.

If an unsettled amount remains, a payment link is issued so the Club President can pay the difference. If the payment is not completed within the modeled time window, the unsettled amount is converted into a loan and the request is closed.

2. Key Characteristics of This Process

Receipt format requirements

Physical receipts must be scanned to PDF (direct camera photographs are not acceptable).

Two-stage review

Receipts are reviewed in Student Activities and then reviewed again by the Student Fund before settlement is completed.

Time limits are built in

There is a 7-day correction window for invalid receipts, and a 3-month payment window if an unsettled amount remains.

3. Key Process Logic

- *The Club President submits a settlement request that includes all receipts (scanned to PDF).*

- *Student Activities reviews receipts and either forwards approved receipts to the Student Fund or returns them for correction.*

- *If receipts are returned for correction and corrections are not completed within 7 days, invalid/not-corrected receipts are dropped and processing continues with the remaining corrected set.*

- *The Student Fund reviews and either returns the request or settles valid receipts and calculates any unsettled amount.*

- *If an unsettled amount remains, a payment link is issued; payment closes the request, and non-payment within 3 months converts the unsettled amount into a loan.*

4. Process Actors and Responsibilities

Role	Responsibility
Club President	Collects receipts, submits the settlement request, corrects receipts when returned, and pays any unsettled amount using the issued payment link.
Club Supervisor (Student Activities)	Reviews the settlement request and receipts, returns receipts for correction when needed, and forwards approved receipts to the Student Fund.
Student Activities System	Applies the 7-day correction control (dropping receipts that remain invalid/not-corrected) and closes the Student Activities side of the request when a loan-conversion notice is received.
Student Fund Staff	Reviews the settlement request and receipts, returns the request when invalid, and approves settlement for valid receipts.
Student Fund System	Calculates the total unsettled amount, issues the payment link, closes requests after payment, and converts unpaid unsettled amounts into a loan after the modeled timeout.

5. Process Map (BPMN)

BPMN Diagram Notice: *This document export excludes the interactive BPMN diagram.*
To view the full process map, please visit:
ba-dsa.pages.dev → **Settlement of Petty Cash Process**

6. Process Walkthrough & Business Logic

Step	Actor	Action	Business Rules
1.0	Club President	Collect receipts	Collect all receipts related to the petty cash spending.
1.1	Club President	Create settlement request	Create a settlement request and attach all receipts. Receipts must be scanned to PDF (camera photos are not acceptable).
1.2	Club President	Submit to Supervisor	Submit the settlement request for review.
2.0	Club Supervisor	Review request and receipts	Reviews the settlement request and reviews receipts one by one, approving or rejecting receipts with comments as needed.
2.3	Club Supervisor	Return for correction (if needed)	If receipts are not acceptable, return receipts to the Club President for correction.
2.4	Club President	Correct and resubmit	Correct the returned receipts and resubmit the corrected set.
2.5	Student Activities System	Apply 7-day correction control (if triggered)	If 7 days pass during correction, receipts that remain invalid or not corrected are dropped, and processing continues with the remaining corrected receipts.
3.0	Club Supervisor	Forward approved receipts to Student Fund	Forward the approved receipts to the Student Fund for final review.
3.1	Student Fund Staff	Review and decide	Reviews the settlement request and receipts and either returns the request for correction or proceeds to settlement.
3.3	Student Fund Staff/System	Settle valid receipts and calculate unsettled amount	If receipts are accepted, the Student Fund settles the amount for valid receipts and calculates the total unsettled amount.

Step	Actor	Action	Business Rules
3.4	Student Fund System	Close as "Request settled" (if no unsettled amount)	If the unsettled amount is zero, close the request as settled.
3.5	Student Fund System	Issue payment link (if unsettled amount exists)	If an unsettled amount remains, create and send a payment link.
4.0	Club President	Pay unsettled amount	Pay the unsettled amount using the payment link.
4.1	Student Fund System	Close after payment	On payment confirmation, close the settlement request.
4.2	Student Fund System	Convert to loan after 3 months (if unpaid)	If 3 months pass without payment, convert the unsettled amount into a loan and close the request.
4.3	Student Activities System	Close Student Activities side on loan notice	When the loan conversion notice is received, close the Student Activities side of the settlement request.

7. Exception Handling

A) Receipts returned for correction

Trigger: *Receipts are found to be invalid during review (Student Activities or Student Fund).*

Outcome: *Receipts/request are returned for correction and resubmission.*

B) 7-day correction timeout (receipts dropped)

Trigger: *Corrections are not completed within 7 days.*

Outcome: *Receipts that remain invalid/not-corrected are dropped and processing continues with the remaining corrected set.*

C) Unsettled amount requires payment

Trigger: *The Student Fund calculates a non-zero unsettled amount.*

Outcome: *A payment link is issued for the Club President to pay the unsettled amount.*

D) Unsettled amount not paid within 3 months (loan conversion)

Trigger: *Payment is not completed within 3 months after the payment link is issued.*

Outcome: *The unsettled amount is converted into a loan and the request is closed.*

8. Inputs & Outputs

Inputs

- Settlement request with attached receipts
- Receipts scanned to PDF (required)
- Correction comments when receipts/request are returned
- Payment link (if an unsettled amount remains)

Outputs

- Request settled
- Request returned for correction (if needed)
- Unsettled amount paid
- Unsettled amount converted into a loan

9. Governance, Accountability & Lead Times

Accountability

The Club President is responsible for submitting complete, readable receipts and for completing correction and payment steps when required.

Receipt format rule

Receipts must be scanned to PDF (camera photos are not acceptable).

Modeled lead times

- **7 days** to correct receipts before uncorrected receipts are dropped
- **3 months** to pay the unsettled amount before loan conversion

Payment method

The payment link is issued using a payment service (no further details are specified in the BPMN).