



## Petty Cash Procedures

### I. GENERAL INFORMATION

- A. Disbursements from petty cash funds must be properly documented and for a valid University business purpose.
- B. Petty cash funds may **NOT** be used for the following:
- Items/receipts in excess of \$100.00.
  - Cash advances
  - Cashing of personal checks or providing personal loans.
  - Purchases which are required to be reported in a specific manner such as, but not limited to, personnel services, travel expenses, payroll advances, and business meals.
  - Purchase of items which are prohibited under petty cash procedures:
    - advertising
    - alcoholic beverages and tobacco
    - clothing
    - controlled substances
    - donations
    - hazardous materials
    - personal items
    - items that are intended to be used or consumed by University Employees on or off campus for other than University use.
    - professional services
    - seminars and memberships
    - telephones and cell phones
  - Hospitality expenses greater than \$5, such as meals or entertainment (such expenses should be paid by using the University's purchasing card, submission of check request to Accounts Payable in advance of the event, or if paid by the purchaser, submission of expense reimbursement request with receipts to Accounts Payable.)
- C. Finance & Accounting has the authority to make exceptions to the above list when special or unusual circumstances apply. Approval for exceptions must be received prior to purchasing items listed above.

### II. PROCEDURE

#### A. Employee/Student Making The Purchase

An employee/student purchasing items using petty cash funds must do the following:

1. Obtain prior approval for the spending from the appropriate Budget Manager, a Department Vice President/Dean, Director, or Supervisor. This can be done either

- verbally or via e-mail, as long as the Budget Manager is made aware of the anticipated expense.
2. Make the purchase, paying for the item with personal monies, and must obtain an itemized receipt or cash register sales slip.
  3. Complete and sign the **Check/Petty Cash Request** form, noting the purpose of the expense and the appropriate G/L account number, and attach the **original** sales receipt(s) or cash register sales slip(s) to the **Check/Petty Cash Request** form. The receipt(s) must include:
    - description of the item(s)
    - date of purchase
    - place of purchase
    - itemized amounts
  4. Obtain the Budget Manager's signature on the **Check/Petty Cash Request** form.
  5. Present the completed Check/Petty Cash Request form and attached original receipt(s) to the Petty Cash Custodian for reimbursement.

**B. Budget Manager Approving The Petty Cash**

The Budget Manager is responsible for ensuring:

1. The expense is for a valid University purpose.
2. The Check/Petty Cash has been completed properly and correctly.
3. Original sales receipt(s) or cash register sales slip(s) are attached and includes the following information:
  - description of the item(s)
  - date of purchase
  - place of purchase
  - itemized amounts
4. They have signed the **Check/Petty Cash Request** form.