

## PETTY CASH PROCEDURES

Petty cash accounts are established for small expenses incurred in carrying out campus activities. This fund was established to eliminate the preparation of checks for small amounts designed primarily for emergency purchases involving campus staff and/or students. Petty cash should not be used in lieu of the requisition process.

The petty cash account is composed of checks only. No cash is to be substituted or combined with the checks.

### PETTY CASH MAY NOT BE USED AND WILL NOT BE REIMBURSED FOR THE FOLLOWING:

- Purchases of items costing greater than \$50 dollars.
  - One check for one purchase at that particular vendor (not two \$50 checks at the same vendor)
- Employee reimbursements (Use P.O. process)
  - We do not reimburse employees; use a Purchase Order.
- Personal Uses (No check cashing/personal purchases)
- Loans to employees or other persons
- Travel and entertainment- A travel log should be used for travel expenses. Such expenses include: airfare, lodging, meals, conference registrations, car rentals, etc.
- Gifts to employees or students
  - This includes Teacher Appreciation, Nurses Day, etc. (Use fundraiser funds for each specific purpose)
- Donations
- Flowers
- Leases and rentals
- Payments to Independent Contractors/Professional Services
- Subscriptions and periodicals
- Prizes or awards
  - This includes any student incentives.

Sales Taxes will not be reimbursed. It is your responsibility to take a tax exemption certificate with you at the time of making the purchase.

Campus Secretaries are responsible for ensuring that the Petty Cash fund is replenished. The following procedures must be followed.

- 1) **All expenditures must have original receipts.** Send original receipts to Central Office and keep copies for record keeping and for reconciling the fund.
- 2) Secretaries must completely fill out the Petty Cash Reimbursement Request Form and have the principal sign it. Forms that are not signed will be returned.

Bank fees incurred such as the reordering of checks will be debited from the miscellaneous account: 423.23.6499.00.10x.199000. Insufficient Funds fees will not be paid. A Petty Cash Reconciliation Form has been created so that you can keep track of your petty cash account and avoid NSF fees.

An e-mail will be sent to both the principal and the secretary to notify them when a deposit has been made.

### **Petty Cash Expenditure Examples**

#### Unallowable:

- Purchases of items costing greater than \$50 dollars.
- Employee reimbursements (Use P.O. process)
- Personal Uses (check cashing/personal purchases)
- Loans to employees or other persons
- Travel and entertainment- A travel log should be used for travel expenses. Such expenses include: airfare, lodging, meals, conference registrations, car rentals, etc.
- Gifts to employees or students
- Donations
- Flowers
- Leases and rentals
- Payments to Independent Contractors/Professional Services
- Subscriptions and periodicals
- Prizes or awards
- Food (meeting supplies - Use P.O. process)

#### Allowable:

- Shortage for small office supply
  - ream of paper
  - toner
  - #2 Pencils (testing)
  - scantrons / testing material
- Stamps
- Water Bottles (natural emergency)
- Service Calls (emergency)
  - plumbing
  - broken window