

PETTY CASH FUND GUIDELINES

The following guidelines are intended to assist you in using this fund properly and avoiding liability.

1. Petty cash purchases are subject to the same general regulations as purchases made from the campus General, Housing, Parking, Lottery and Extended Ed Funds.
2. The amount of a purchase cannot exceed \$100.00, exclusive of tax. Several receipts (each for \$100.00 or less) can be included on the same form. Total per request form cannot exceed \$200.00.
 - a) If you have several requests which total more than \$200.00, call the Bursar's Office at extension 8-1281, to verify that funds are available.
3. Petty cash reimbursement charged against a trust fund must be certified by Trust Fund Accounting for availability of funds.
4. Original receipt must be attached. If the vendor name is not printed on the receipt, the vendor or person providing the service or supply must sign the receipt. Electronic receipts require the signatures of both the requestor and the authorized approver.
5. Written justification for the purchase must be included on the request especially purchases on food, flowers, special event supplies like balloons, etc, which may require a Hospitality form.
6. All requests must be submitted promptly. Receipts dated more than three months (90 days) old will not be processed for reimbursement. Exception to this requires the signature of the appropriate executive as listed below:
 - Dept 2000-2999: President's Office ADM 562
 - Dept 3000-3999: Jennifer Summit, University Provost-Academic Affairs, ADM 455
 - Dept 4000-4999: Luoluo Hong, VP/Student Affairs/Enrollment Management, SSB 403 Dept
 - 5000-5999: Robert J. Nava, VP University Advancement, ADM 151
 - Dept 6000-6999: Ann Sherman, Interim VP/CFO Admin & Finance, ADM 354
7. All requests must be submitted before the close of the fiscal year in which the purchase was made. There are no exceptions to this regulation.

Petty Cash Reimbursement Hours:

Admin Window A – Mon-Thu, 8:30 am - 5 pm; Fri, 8:30 am - 4:30pm
SSB Satellite Office – Mon- Thu, 9:00 am - 5 pm; Fri, 9:00am - 4:30pm