

# PETTY CASH DISBURSEMENT PROCEDURES

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Petty Cash is a method of facilitating payment of small amounts of the purchase of minor office supplies items and small expenses payments such as carfares. This method of payment is used when it is impractical to have a check written. Essentially, you make the purchase, obtain receipts, and turn the receipts into a petty cash custodian (campus cashier) to get your money back.

To ensure internal control and correct expense distribution, the receipts must be attached to a completed petty cash voucher, and signed by the appropriate budgeter. A petty cash transaction may not exceed \$50 and cannot be used for equipment, part payments, or otherwise unauthorized purchases. Expenses should fall under the "other expenses" budget category in the Accounting Services Guide. Since purchases will require approval of budgeters, it would be wise to obtain their verbal approval prior to purchase.

## *How to Use Petty Cash*

1. Employee makes a purchase and obtain a receipt (sales slip, etc).
2. Employee completes a petty cash voucher indicating the name of the person making the purchase, brief description/purpose, and budget code.
3. Employee attaches the ORIGINAL receipt(s) and obtains approval signature of appropriate budgeter. In the event a budgeter makes a purchase for his/her account, the approval signature of his/her immediate supervisor must be obtained (no budgeter may approve his/her own reimbursement).
4. Employee makes a copy of the petty cash voucher and receipts and give them to the Office of Student Accounts.
5. Employee takes the petty cash voucher and receipts to the campus or District Cashier for reimbursement. If someone other than the employee who made the purchase is picking up the reimbursement, the employee should endorse (authorize) the petty cash voucher by completing that portion of the voucher.