

**TITLE: PETTY CASH REIMBURSEMENTS**

POLICY NO: CA100

SUBMITTED BY: Danielle Jones

APPROVED BY: Howard Merlin

EFFECTIVE DATE: 07/26/2005

UPDATED: 3/28/07

**I. SCOPE**

All University employees

**II. PURPOSE**

To outline the procedure for reimbursement of petty cash vouchers submitted by employees.

**III. POLICY**

Petty cash vouchers will be reimbursed only for items from the previous 30 days. No reimbursement will be made for items over 30 days old.

The Cashier will review all petty cash voucher reimbursement documentation. All petty cash reimbursements must be on the proper form with appropriate approval<sup>1</sup> and documentation of the expense being reimbursed. Petty Cash will be used for reimbursements only. No advances for purchases will be made. The Cashier is required to reject reimbursement with improper documentation.

Employees needing to do repetitive purchases must go through the purchasing department to set up purchase orders and/or standing accounts with appropriate merchants.

Petty Cash will not be used to reimburse:

- Items over \$200
- Salaries and wages
- Travel advances or travel related reimbursements
- Gifts and other tokens of appreciation
- "Bulk" mailings
- Any other item prohibited by the University purchasing policy

Prior to the release of cash, the cashier must initial the petty cash voucher, indicate the status (paid or denied), and record the date it was processed.

---

<sup>1</sup> A list of authorized approvers is maintained by the cashier.