



PETTY CASH PROCEDURES

POLICY: Petty Cash funds may be used to reimburse for out-of-pocket expenses for **immediate** use for University related purchases.

PURPOSE: Provide guidelines to **staff and faculty** on accessing an immediate source of cash for reimbursement for University related purchases.

SCOPE: Entire Campus

RATIONALE: At times University **staff and faculty** find it necessary to incur **emergency/immediate** type expenditures that are less than **\$ 50.00**. These type of purchases do not require the issuance of a purchase order or requisition, but necessitate reimbursement.

PROCEDURES:

1. This process is to be used when purchasing items and supplies for **immediate** use that **could not** be purchased or obtained from other University sources (ie., Bookstore, Storeroom, Corporate Express, Duplicating, etc.).
2. **Items or supplies not allowable on petty cash reimbursement: *Food or alcohol, Gas, Services Rendered, Permit Charges, Telephone or cell phone, and Travel***
3. Articles purchased for the exclusive use of Texas A&M University-Kingsville are exempt from taxes. A tax exempt form is available through the departmental office and business office. **Taxes will not be reimbursed.** The University's tax exemption form must be submitted to the vendor at time of purchase.
4. There is a limit of **\$ 50.00** for each purchase made when using this process. Purchases cannot be split on different tickets for the purpose of keeping the reimbursement below this limit. Purchases over \$ 50.00 should be processed for reimbursement on a departmental requisition or on-line 'L' document with proper receipts attached for back-up.
5. Permission must be obtained from the account holder **before** making a petty cash purchase. The account holder must sign the petty cash voucher slip and note the appropriate account number to be charged before reimbursement can be authorized. The account holder is responsible for certifying that petty cash purchases for which reimbursement is claimed are relevant to the research or administration of the account. The account holder is also responsible for verifying the availability of funds in the account **before** the purchase is made. This can be done on either FAMIS Screen 34 or 19 of the account. If someone is unfamiliar with these screens, they may contact the Grants & Contracts office or Glenda Bippert at ext. 3013 for instruction. The description of the items or supplies purchased must be documented on the petty cash reimbursement slip.
6. An **original paid** receipt of the purchase must be attached to the request for petty cash reimbursement.

The receipt should be in the individual's name purchasing the items or supplies. A cash register receipt such as those provided by H.E.B. and Walmart would be the exception to this rule and should still be marked paid. If charging on your personal credit card, make sure to ask for a **paid receipt** to be attached to petty cash reimbursement request. An Internet receipt requires documentation of proof of payment.

7. The completed petty cash reimbursement request (see attached sample) should be taken to College Hall, Room 122 for state and local accounts (#'s 1XXXXXX, 2XXXXXX, or 3XXXXXX) **OR** to College Hall, Business Office, Room 111 for all grant accounts (#'s 4XXXXXX) for final approval.

8. The petty cash reimbursement APPROVER has the responsibility to:

- a. verify the signature of the account holder to FAMIS, Screen 9,
- b. verify the dollar amount of the request against the receipt attached (no tax will be reimbursed),
- c. supply and write object code for expenditure next to account number,
- d. verify that account number is correct and, if sub-account involved, that all zeros are added for cashiers' input
- e. verify that expenditure is allowable and that funds are available in appropriate pool in applicable account
- f. verify that date of purchase on receipt is within the account period and that date of purchase on receipt matches date of purchase of petty cash slip
- g. **never** reimburse for an 8XXXXXX account number

9. The approved petty cash reimbursement request and receipt may then be taken to the Business Office cashier section to receive cash reimbursement.

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