Petty Cash
Employee/Student Reimbursement Procedures   Effective March 2014

Notice: March 2014 the Petty Cash Reimbursement Procedure has been eliminated. This new procedure replaces the Petty Cash Reimbursement Procedure.

Overview

Expenditures for goods made by an individual (employee or student) should be kept to a minimum and have two options for reimbursement (described below). Individuals who purchase goods with their own money do so at their own risk. It is advisable to receive approval (from your department or Procurement Services) prior for any purchases being made with personal funds.

NOTE: All travel related expenses (including mileage) must be submitted using the Concur system. This procedure does not include travel related expenses.

Reimbursements for the purchase of goods have two choices:
1. Purchase reimbursements $35 and greater must be reimbursed utilizing the Concur system.
2. Purchase reimbursements < $35 can EITHER be reimbursed utilizing Concur OR as Petty Cash from the Cashiers Office.

All purchases that are reimbursed are subject to review and will be audited by Procurement Services.

The following are NOT allowable reimbursement transactions.
- Personal or Private Items
- Personal Travel
- Chemicals
- Explosives
- Non-Reimbursable Charges On Sponsored Research Funds (those beginning with A, B or F)
- Medical Costs
- Legal Costs
- Tuition Costs (reference Human Resources Tuition Policy)
- Maintenance and Lease Agreements, or any expenditure that requires a contractual commitment
- Services
- Live Animals
- Printing Services
- Changes, modifications or alterations to an existing order
- Alcohol: Ethanol/Ethyl
- Narcotics, Syringes and Needles
- Radioactive Material
Reimbursements must be requested **within 6 months of the purchase.** It is the Concur approver’s responsibility to reject any reimbursement requests older than 6 months. Additionally, the Cashier’s Office will not accept any reimbursement request older than 6 months.

**Concur Reimbursement Requirements - Any Amount**

Complete an expense report in Concur.

All purchases **must** have a receipt regardless of value.

**Petty Cash Reimbursement Requirements if less than $35 ONLY**

Complete a Petty Cash Reimbursement Request form; attach original receipts and bring to the Cashier Counter, Academy Hall, Level 2, M-F 9:00 – 2:00. Failure to turn in receipts promptly may jeopardize reimbursement if the funding source has lapsed.

The Petty Cash Reimbursement Request form must be completed with all information and required signatures before reimbursement can be made.

1. Hand written receipts are unacceptable.

2. The receipt must be less than 6 months old.

3. The total receipts must be less than $35.00 to be reimbursed by the cashier’s office. (If the total is equal to or greater than $35.00 you must submit using CONCUR.)

4. In the “Accounting for Cash Expenditures” section of the Petty Cash form there should be only one line per unique FOAPAL.

5. A designee can be named to pick up petty cash for someone else. (see form)

6. If you are charging a research/restricted fund you MUST maintain a copy of this document and all receipts for 10 years for audit purposes.

**Key Controls**

Two signatures are required as authorization for reimbursement:

- Authorized/Supervisor
- Funding Authorized Individual or Designee

The Purchaser must:
- Complete an official Petty Cash Reimbursement Request form, with all signatures and original receipts attached.

The Individual Picking Up the Funds must:
- Provide the original Petty Cash Reimbursement Request form and original receipts to the cashier
- Provide identification to the cashier
- Sign the form upon receipt of cash

Cashiers Office must:
- Review the form and ensure receipts are present and accurate.
- Provide reimbursement.
- Have the individual picking up the funds sign the form.
- Record the expense in Banner.
- Retain the form and receipts.