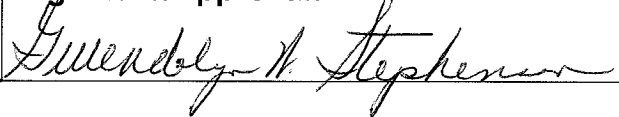


## ADMINISTRATIVE PROCEDURES

Title: PETTY CASH FUNDS	Identification:	5.104
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	Effective Date:	December 7, 2004
Authority: SBE 6A-14.061 FS 1001.64; 1001.65	Signature/Approval:	

### PURPOSE

This administrative procedure provides guidelines for establishing and using petty cash funds.

### PROCEDURE

1. **ESTABLISHING PETTY CASH FUND(S)** – The Office of the Vice President, Administration/CFO, the designated custodian of petty cash funds at the College, will establish a petty cash fund to be maintained at each campus location. The petty cash fund will not exceed three thousand dollars (\$3,000.00) at each campus and one thousand dollars (\$1,000.00) at each site or center. The petty cash fund is maintained on the imprest reimbursement system.
2. **USING PETTY CASH FUND(S)** – The petty cash fund may be used for purchases of two hundred fifty dollars (\$250.00) or less and for the reimbursement of travel expenses of twenty-five dollars (\$25.00) or less. In an emergency, locally obtained purchases costing more than two hundred fifty (\$250.00) may use petty cash funds with prior approval from the College President, Campus President or appropriate District Vice President.

Employees are to use the College's tax exemption number for a purchase. However, when this is not possible, the employee will be reimbursed for sales tax.

Request for reimbursement must be made within 90 days after the purchase date shown on the submitted receipt. Requests submitted beyond that date may not be reimbursed.

To initiate reimbursement from petty cash funds, the employee submits the receipt(s) and supporting document(s), describing in detail the item(s) purchased, to his/her unit administrator for approval. The unit administrator's signature on the supporting document(s) will certify that the expenditure was valid and the correct account number is indicated.

## ADMINISTRATIVE PROCEDURES

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The employee submits the receipt(s) and supporting document(s) to the Bursar Office. The Bursar Office completes a petty cash voucher. The employee must sign the petty cash voucher acknowledging receipt of the funds.

3. **ADVANCE OF PETTY CASH FUNDS** – Petty cash funds may be advanced to make an authorized purchase. The receipt(s), supporting documentation and any change is returned to the Bursar Office within forty-eight (48) hours.
  
4. **REPLENISHMENT OF PETTY CASH FUNDS** – When the petty cash fund(s) needs to be replenished, the Bursar Office will list all petty cash vouchers in numeric order on the Petty Cash Record form. The Petty Cash Record form, vouchers, and supporting documents are forwarded to the Accounting Office, where a check is produced and forwarded to the appropriate Bursar Office.
  
5. **REVIEW OF PETTY CASH FUNDS** – On a quarterly basis, a Financial Services Manager will conduct a count of the petty cash fund at each campus and report the findings to the Director of Financial Services. On an annual basis, each petty cash fund will be reviewed by the Director of Financial Services.