

DBO BULLETIN NO. 02	PETTY CASH PURCHASES & REIMBURSEMENTS	10/28/02
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Petty cash purchase and reimbursement policies have been established to allow departments to complete minor business transactions as part of their daily operations. Petty cash purchases should be used only in those situations where there are small/nominal charges that cannot be processed in a timely manner through the normal purchasing process.

Petty Cash Purchase Defined: *The purchase of a single or multiple items from a specific vendor where the total cost does not exceed \$200 and the college employee who makes the purchase does so by using their personal resources whether it be cash or credit card and seeks reimbursement from the District for the purchase.*

Petty Cash should not be used as a way to avoid the standard Purchasing process. In fact, because of the extensive listing of supplies and materials currently available to the College at discounted prices, it is very likely that individual items purchased through petty cash will have a higher unit cost than contract prices. Consequently, Petty Cash purchases should be just for small simple items.

Purchases **not allowable** as Petty Cash purchases include, but are not limited to the following:

1. A single item with a unit cost, including tax, equal to or exceeding \$200.00
2. Entertainment expenses (not allowable under any circumstances)
3. Food and refreshments such as coffee and doughnuts (excludes staff development program activities, high school recruitment events, or college wide events)
4. Office supplies
5. Decorative items (globes, statues, potted plants, picture frames, etc.).
6. Items for office use such coffee machines, microwave ovens, refrigerators, plants, flowers, etc.
7. Alcoholic beverages

Petty Cash Expenditure Limit:

- The petty cash expenditure limit is \$200 per reimbursement.
- The monthly limit on petty cash is \$200 per individual.

Exceptions to the Petty Cash Expenditure Limit:

Prior approval is required from James Kendrix or John Bilmont on extraordinary exceptions (receipts in excess of limit). **No prior approval, no reimbursement.**

Getting Reimbursed for Petty Cash Expenditures:

1. Complete a requisition indicating what was purchased
2. Enter the correct FOAPAL on the requisition

3. Have your supervisor sign the requisition
4. Attached original receipt(s) to completed requisition and submit to Accounts Payable at 33 Gough Street (reimbursement should take about 10 working days)

