

Petty Cash Quick Reference

What Can be Reimbursed Through Petty Cash

1. **MUST** present an original receipt for items purchased to the receptionist in the Corporation Business Office.
 - a. If a web/fax receipt: refer to check request quick reference.
2. Receipt should be presented within 30 days of transaction date. Receipt over 30 days old may require additional justification for late submittal.
3. Receipts should bare an authorized signature approval.
4. Receipts must show org key and object code.
5. Receipts for hosting or “business related meals” should indicate the purpose and the group or persons being hosted. A signer on the account, who attended, can not approve reimbursement - must be approved one level up.
6. Gas receipts: receipts can be reimbursed through petty cash *ONLY* if there are no other related expenses involved:
On the receipt write:
 - Destination _____
 - Purpose _____
 - Write: “no other travel related expenses for this trip” per _____
7. Receptionist will complete a petty cash slip. Present the completed form to Corporation cashier for reimbursement.
8. Multiple receipts form: this form summarizes the total dollar amount and org key/obj code of receipts and requires the project director to sign only for the total to be reimbursed. Petty cash forms can be picked up at the reception desk or they may be found on the Corporation web page.
9. Petty Cash reimbursement is limited to \$100 a day per person. If receipt is over \$100 - submit check request.

What Can Not be Reimbursed Through Petty Cash

- Charges to equipment (i.e. object code 151800 and 824300) must be submitted on a check request.
- Charges for services (labor, performance etc.) must submit a check request or applicable payroll paperwork (for 1099 or W2 purposes.)
- Annual or Quarterly Parking permits to employees (Sponsored Guests are allowed.)
- Travel related charges (other than gas receipts only.)
- Reimbursements over \$100- submit check request.
- Reimbursements to self – approval must be one level up.