

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 3270

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**PROCEDURE TITLE:** Petty Cash

**STATUTORY REFERENCE:** FLORIDA STATUTE 1001.65

**BASED ON POLICY:** III-1 College Business Affairs

**EFFECTIVE DATE:** April 30, 1982

**LAST REVISION DATE:** October 11, 2005

**LAST REVIEW DATE:** October 11, 2005

## **I. PURPOSE**

To establish guidelines for the use and handling of Petty Cash Funds.

## **II. PROCEDURE GENERAL GUIDELINES GENERAL GUIDELINES**

- A. A petty cash fund, not to exceed two thousand five hundred dollars (\$2,500) at each College campus and one thousand dollars (\$1,000) at each site or center may be established at the Bursar's Office. The Fund shall be maintained on the imprest system.
- B. The College President will designate the custodians of the funds. The Controller will recommend the custodians via the Vice Provost for Business Affairs.
- C. The funds may be used to reimburse employees for in-district travel mileage and tolls, and the use of personal funds to purchase minor supplies. Campus Bursar will recommend to the Vice President for Business Affairs, via the Controller, the name of persons who are to be designated as petty cash custodians.
- D. Reimbursements from petty cash may be for Fund 1, Fund 2, Fund 3, and Fund 6 expenditures.
- E. In-district monthly mileage and toll reimbursements are limited to \$100 maximum.
- F. Reimbursements for the use of personal funds to purchase minor supplies are limited to \$100 maximum.
- G. Purchases made on behalf of the College are Florida sales tax exempt and the payment of

sales tax should be avoided. However, sales tax may be reimbursed only upon an employee certification that an attempt was made to have the sales tax exempted by advising the vendor that the purchase is being made on behalf of the College and providing the vendor with a copy of the College's Certification of Exemption. The College Certification of Exemption is available on the Business Affairs' website.

- H. Reimbursement of amounts in excess of \$100 must be requested via disbursement request initiated by the department.

### **III. PROCEDURES**

#### **A. REIMBURSEMENTS FOR IN-DISTRICT MILEAGE**

- 1. To request reimbursement for mileage and tolls, the employee is required to submit their request to the Bursar's Office on a Monthly Mileage Reimbursement Request form with original toll receipts. The form must be reviewed and signed by the appropriate department head as approval of the request.

#### **B. REIMBURSEMENTS OF PERSONAL FUNDS USED FOR THE PURCHASE OF MINOR SUPPLIES**

- 1. To request reimbursement of personal funds used for the purchase of minor supplies, the employee is required to submit their request to the Bursar's Office on a Petty Cash Voucher form with the original cash register receipt or vendor invoice indicating the amount paid.
- 2. The completed Petty Cash Voucher must include:
  - a. A specific description for cash item purchased.
  - b. A certification that all items included in the purchase is for College use only.
- 3. The cash register receipt or vendor invoice must include:
  - a. The vendor's name and address, store number, or phone number.
  - b. The employee signature as acknowledgement for receipt of goods.

#### **C. BURSAR'S OFFICE REIMBURSEMENTS TO EMPLOYEES**


- 1. The custodian of the Petty Cash Fund must obtain the signature of the employee or the employee's designated representative on a petty cash receipt, when reimbursing an employee, as acknowledgement of receiving the reimbursement.
- 2. The custodian of the Petty Cash Fund will assign a sequential number to the Petty

Cash Voucher or Request for Monthly Mileage form and retain with supporting cash register receipt or paid vendor invoice and toll receipts.

- a. All reimbursed supporting cash register receipts, vendor invoices and toll receipts are to be stamped “PAID” by the custodian.

**D. REPLENISH – PETTY CASH FUND**

1. To replenish the Petty Cash Fund the fund custodian will:
  - a. Initiate via the online accounting system a journal entry to debit the appropriate department account and credit the appropriate petty cash account for the reimbursement made to the employee.
  - b. Initiate via the accounting system a disbursement request to replenish the appropriate petty cash account. The payment of the disbursement request debits petty cash and credits cash. .
  - c. The disbursement request with the journal entry and supporting documentation will be reviewed and approved by the Bursar, and forwarded to the Controller’s Office for approval on the accounting system.
  - d. Supporting documentation will include paid Petty Cash Vouchers and Request for Monthly Mileage forms with supporting cash register receipts, vendor invoices and toll receipts.
  - e. Upon receipt of the check to replenish the petty cash fund, the custodian of the fund will endorse the check and the Bursar will cash the check from the Bursar’s cash receipts.

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|  | 10/11/05    |
| <b>PRESIDENT</b>   | <b>DATE</b> |