

# SOUTHEASTERN UNIVERSITY

## GENERAL ADMINISTRATIVE POLICY

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**TITLE:** Petty Cash Reimbursements

**POLICY NUMBER:**

**EFFECTIVE DATE:**

**REVISION DATE:** March 30, 2009

**ACCREDITATION STANDARDS:**

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**POLICY:**

The Business Office shall maintain a petty cash fund for University-related minor purchases, minor expense reimbursements, and minor expense advances.

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**PURPOSE:**

To provide an efficient process of cash reimbursement for minor expenses and advances for business-related activities.

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**SCOPE:**

All department heads shall abide by this policy.

Expense Advance/Reimbursement Voucher forms are available on the Intranet under Campus Services, Business Office.

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**DEFINITIONS:**

Minor - is defined as expenses of \$100 or less.

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**FORMS AND APPLICABLE DOCUMENTS:**

Expense Advance/Reimbursement Voucher (available on the Intranet under Campus Services, Business Office).

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**PROCEDURES:**

Expense Advance/Reimbursement Vouchers shall be used when requesting petty cash.

The supervisor shall verify the availability of funds in their budget before presenting receipts for reimbursement through petty cash. If funds are insufficient, the supervisor can provide written instructions for transfer of funds from another account to cover the expenses. Sufficient funds must be available before the petty cash is disbursed.

When submitting receipts for reimbursement or requesting an advance of petty cash, the Expense Advance/Reimbursement Voucher form must be completed. This include the name, department, name, employee ID, date, account number, description/purpose, and amount for each account number.

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When submitting a meal receipt for reimbursement, the detailed receipt must be included, with the tip amount written under the total and added together for the grand total. When meal receipts include more than the person submitting the reimbursement, names of all attendees, their position, the company they work for, and the reason for the meal must be included with the original, detailed receipt.

When requesting an advance of petty cash, open the Expense Advance/Reimbursement Voucher from the Intranet under "Campus Services, Business Office." The user will be able to type information onto the form from the computer. Once the form is completed, the user will print the form, sign it, and date it. The user will then have their supervisor sign and date the form. The user will present the signed and completed form to the Cashier for a petty cash advance. The Cashier will keep the original form. After the petty cash funds are spent, the user will bring the original receipts to the Cashier taped to 8 1/2 x 11 paper. The Cashier will match up the receipts with the Expense Advance/Reimbursement Voucher form that was turned in.

When requesting a reimbursement of miscellaneous expenses and local travel, open the Expense Advance/Reimbursement Voucher from the Intranet under "Campus Services, Business Office." The user is able to type the information for the reimbursement onto the form from the computer. Once the form is completed, the user will print the form, sign it, and date it. The user will then have their supervisor sign and date the form. The user will then present the signed and completed form, along with the original receipts taped to 8 1/2 x 11 paper to the Cashier for reimbursement if the amount is \$100 or less. If the amount is over \$100, the user will submit the information to the Business Office Administrative Assistant for auditing and processing for a check.

Use the following guidelines for taping receipts:

1. Tape must not cover up any pertinent information, such as date of purchase, items purchased, cost of each item, or total amount due; and
2. The date and total amount on receipt may be circled, but must not be highlighted.

Petty cash advances must be settled within one week from the date the advance was made.

The limit of \$100 is per person, per transaction, per day, and per department. Splintering of expenses to circumvent the spending controls, or delayed return of supporting documentation, or delayed return of excess cash advances may result in revoking petty cash privileges for a department.

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All purchases which are treated as tax-exempt must be paid by check or the credit card of the exempt entity. Therefore, reimbursable cash, personal check, or personal credit card transactions cannot be considered as tax-exempt. Violations of this State of Florida policy could jeopardize the tax-exempt status of the University.

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**APPROVAL:**

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**DISTRIBUTION:**

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**AUTHOR:**