PETTY CASH PROCEDURES FOR DEPARTMENTS

The person receiving the cash must completely fill out the top portion of the form. All receipts must be taped (no staples) to the front side of the form, not overlapping. Additional blank sheets may be used, receipts taped to one side only.

Each original receipt must have an authorized signature and a description of items purchased written on it.

An authorized signature is required at the bottom of the form.

Petty Cash on Federal Fund accounts (fund 20000) can not be used for food items.

Maximum of $200.00 per receipt, a maximum of $200.00 per person, per day.

Cash only.

NO HOSTING ON PETTY CASH

ACCEPTABLE RECEIPTS:  ACCEPTABLE ITEMS:

- Original Receipts  Office supplies
- Original Canceled Checks or  US Postal Services, Stamps
- Bank Statement  Computer Lab use
- Original Credit Card Statements  Required Class Expenses (Lab Fees)
- Original Telephone Bills  Telephone toll charges (flat rate excluded)
- Original Invoices  Food items for office use (hosting excluded)
- Receipts Via Web  Snacks for office meeting - donuts, bagels, cookies, coffee, pop (Meals not acceptable)

RECEIPTS THAT ARE NOT ACCEPTABLE:

- Photo copies of any receipts-must be the original itemized receipt.
- Documents not showing an amount or method of payment (invoices, order confirmations, etc.)

- Receipts for: Food purchased in pizza, fast food or other restaurant establishments
- Services (shipping and freight services other than US Postal Services, repairs, rentals, etc.)
- Advertisements (considered a service)
- Gas for personal or rented vehicles from outside agencies
- Parking or Parking Tickets
- Rented vehicles and related expenses (this includes Zipcars, U-Haul, etc.)
- University Parking permits
- Bus tokens to and from work.
- Cab fare or Limousine service
- Greeting cards and gift wrap
- Flowers, gifts or gift cards & certificates
- Tickets to events
- Membership dues
- Internet access-monthly service fees