

Business and Fiscal Affairs**AP 6300 FISCAL MANAGEMENT****Petty Cash:**

Petty cash in the amount of \$5,000 is held in each college A&R Office for the purpose of covering minor expenditures that may arise. Requests can be made to reimburse employees for the purchase of supplies and postage expenditures of \$100 or less. Supplies are defined as items costing \$100 or less that are necessary to sustain or conduct day-to-day business of a particular department.

Requests are limited to an aggregate of \$100 per employee, per month. Multiple receipts may be submitted. Splitting an expense of \$100 between two or more employees is not allowed. Requests must have the signature of the appropriate budget administrator and the Vice President of Administrative Services or designee.

Original receipts must accompany each request and must contain: transaction date, vendor name and address, a detailed list of the items purchased, the cost of each item, and the total cost of all items. Copies of receipts and/or calculator tapes will not be accepted. Merchandise purchased on-line must be delivered to the District Warehouse in order to receive reimbursement. Items delivered to personal addresses will not be reimbursed.

Petty Cash requests must be submitted within **45** days of the date of the transaction.

Petty Cash requests will not be processed for reimbursement of food for meetings.

District Finance will conduct a random audit of Petty Cash. Budget Administrators will be held accountable for improprieties identified by the Finance Department.