



Business Matters @ Sac State

Topic: Petty Cash for those Small Pesky Purchases

DATE: January 10, 2007 (Updates from original dated August 18, 2006)

TO: Deans, Associate Deans, Department Chairs, Directors, Managers and Campus Business Partners

FROM: Gina Curry, Director of Student Financial Services Center and University Bursar
Justine Heartt, University Controller

A campus-wide Petty Cash fund has been established to assist you with reimbursement for small purchases from university funds. (Please note that this does not include auxiliary funds).

PROCEDURES TO FOLLOW IN MAKING PURCHASES:

1. Approval from Dean, Dept Chair or Designee *prior to actual expenditure* is strongly recommended.
2. Use personal funds to pay the vendor within the following limitations:
 - Always use personal funds (cash, check, personal credit/debit card, etc.) when making purchases. If you use your ProCard, please reconcile with CMS and submit the printed Statement to Accounts Payable for payment to the Credit Card vendor (do not place on a Petty Cash reimbursement form).
 - Per the State Administrative Manual (SAM) Section 8112, Petty Cash Purchase Funds may be used to provide cash for purchases of goods or services ***up to \$50.00 before sales tax***. Only acquisitions that are not otherwise restricted (e.g. printing, rubber stamps, textbooks, etc.) may be purchased with Petty Cash Purchase Funds. Food purchases are allowable, *subject to Business Hospitality Guidelines*.
 - Split purchases to avoid the \$50.00 limitation will be returned unpaid.
 - You are expected to continue to use the current office supply contract, central stores, or state contracts.
 - Always obtain a receipt from the vendor. Reimbursements will only be made when a receipt is attached.

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PROCEDURES FOR COMPLETING & SUBMITTING THE PETTY CASH REIMBURSEMENT FORM (No. 439-CSUS, see Sample):

1. The employee/purchaser is responsible for requesting reimbursement through SFSC-Cashiering by presenting the Petty Cash Reimbursement Form (Form 439-CSUS) with all supporting receipts and signatures. This should be done within a month of the purchase.
2. Prepare a calculator tape or Excel worksheet for the receipts to be submitted to the Student Financial Services Center (SFSC) for reimbursement. The amount should add up the receipts and the grand total should agree with the total on the Petty Cash Reimbursement Form.
3. Staple the cash register receipt(s) that were obtained from the vendor behind the original form.

Update:

4. Place the proper CMS Chartstring(s) in the “CMS Chartstring” area provided on the form. (Funds beginning with x----- are considered auxiliary funds and cannot be reimbursed through the university petty cash reimbursement process).
5. The employee/purchaser must fill out the form completely paying special attention to the “for Dept Use” section.
6. The employee/purchaser will sign in the space marked “Employee”.
7. The Dean, Dept Chair or authorized designee will sign in the space marked “Approved”.
8. Please make two copies of the form (original and one copy will be submitted to SFSC for reimbursement and the other copy should be kept as an office copy).
9. Present the completed document with one copy to SFSC-Cashiers (Lassen Hall 1001). The employee/purchaser will be asked to present their OneCard for reimbursement. Please note that requests that are incomplete or outside the scope of allowable petty cash reimbursement will be returned with a document identifying why the transaction could not be completed.

Contact Information: **Questions about the Petty Cash Purchase Fund, should be directed to**

- **Gina Curry, curryg@csus.edu, 8-7433**
- **Justine Heartt, hearttj@csus.edu, 8-7440**

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