

Northwest Missouri State University

Policy and Procedures Manual

Chapter Bursar

Section Petty Cash

I. Policy

Approved non-travel expenditures under \$50 are reimbursable in cash.

II. Guidelines

1. Approved non-travel expenditures are of a nature, value or immediate need, which causes purchase through Purchasing Office procedures impractical. NOTE: Meals and gasoline are considered to be “travel expenses” and reimbursement must be requested on a Travel Expense Voucher form through the Accounting Office.
2. Receipts must be easily identifiable as proof of payment from a vendor. Cash-register tapes must be itemized and vendor name must appear. If an “official receipt” is not available, an explanation of purchase signed by vendor is required.
3. Limit per purchase is \$50. Receipts for more than one qualifying purchase may be attached to one petty cash form even though combined total is more than \$50.

III. Procedure

Using the Direct Pay Voucher as a petty cash form, this form will allow reimbursement of expenditures of up to \$50.00 in value. When completed with the appropriate receipts, it can be presented to Cashiering for a cash reimbursement.

1. Approved item is purchased with personal funds and receipt received. Tax is not reimbursable.
2. The Direct Expense Voucher for petty cash is prepared and receipt attached.
3. Form is signed by account custodian (or his/her supervisor if custodian is to receive cash) and a copy of the form is retained by department.
4. Signed form with receipt(s) attached is presented at Cashiering Office by person who made purchase and cash is received.
5. Person receiving cash is required to sign form-verifying receipt of cash.
6. At end of calendar month, second copy of form is sent to department and the expense is recorded against the departmental account.

To simplify certain monetary and paperwork processes, the multi-purpose Direct Expense Voucher form has been created. This multi-purpose form has several functions. They include use as a (A) **Petty Cash Voucher**, (B) Cash Advance Form, (C) Revolving Cash Advance, and (D) Travel Advance Voucher. Each use for the form has a different policy number within this section.

Instructions: Each number listed refers to a circled number on the reduced size sample form that follows these instructions.

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1. Initiated by – provide the name or initials of the person completing the form, department name and date.
2. Vendor/Individual Name – name and permanent address of the person receiving the cash.
3. 919 Number – in the box identified as SSN/TNN, fill in the 919 number of the person receiving the cash.
4. Description: provide a brief description explaining the items purchased, i.e., four ring binders for xyz event.
5. Price – provide the total amount.
6. Under Account Distribution - FOP Number and Account Code – fill in the Department FOP number to be charged xxxx xxxxx xxxx xxx including the specific four digit account number identifying the type of purchase made, i.e., 7151 office supplies. If individual purchases fit different account types, you may split the cost accordingly either by exact dollar amount or percentage split.
7. Approval – signature of the supervisor, department name and date.

For further information, please call 562-1106.