2.11 Petty Cash Purchases
Normal department operations sometimes require small cash expenditures, and those may be made using petty cash from an established account. To establish a petty cash account, a written request on behalf of the individual who will be the custodian of the funds is sent by the respective Vice Chancellor of the department to the Director of Financial Services in the University Business Office. Once the Business Office approves a petty cash account, a check will be drawn to provide the funds to the department. The custodian of the petty cash account must come to the Business Office to pick up the check and to execute the petty cash agreement.

The items purchased with petty cash must meet the restrictions of the funds that will support the petty cash account. Petty cash is to be used only when it is impossible to make the purchase through normal University procurement channels. Purchases through petty cash may not exceed $100 per purchase without prior approval from the Director of Materials Management.

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