

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**


|                  |                                    |                            |
|------------------|------------------------------------|----------------------------|
| Procedure Title: | Small Dollar Purchases             | <u>Number</u><br>517       |
| Related Policy:  | Bidding Requirements – 6Hx20-5.003 | <u>Page</u><br>Page 1 of 1 |

**I. Purpose**

To establish a formal process for low cost purchase reimbursement since the College no longer maintains petty cash.

**II. Procedure**

- A. Standard Process Using Purchasing Card
  1. Create a Spend Authorization Request for approval (refer to the Purchasing Card Manual for exemptions to this approval).
  2. Upon approval, make the purchase using a Purchasing Card
  3. After the purchase, submit an Expense Report with the appropriate documentation.
- B. In approved extenuating circumstances, an employee may use personal funds to make a purchase.
  1. Approval should be obtained from the cost center manager prior to the purchase.
  2. Once purchase is made, the employee may submit an expense report to be reimbursed, providing the appropriate documentation is attached.
  3. The College does not reimburse sales tax.

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| Responsible Official:  | Comptroller  |
| President's Signature: |  Date: 09/15/2025 |