

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES


Procedure Title:	Petty Cash Purchases	<u>Number</u> 517
Related Policy:	Bidding Requirements – 6Hx20-5.003	<u>Page</u> Page 1 of 1

I. Purpose

To establish a systematic and routine process to enable and facilitate the purchase of low cost items through a petty cash fund.

II. Procedure

- A. Upon appropriate petty cash expenditure approval, petty cash purchases may be made from employees' personal funds according to the methods set forth herein. Petty cash purchases from the President's Hospitality Account must be approved in advance by the President.
- B. Petty cash purchases to be charged to departmental funds may be made after approvals have been received for an item or items totaling one hundred dollars (\$100.00) or less through the following steps:
1. Prior to the purchase, obtain approval from the cost center manager. The cost center manager is responsible for determining the availability of funds and whether or not the expenditure is appropriate from the specific cost center funds to be charged.
 2. Any purchase from restricted funds (grants, student activities, etc.) must have approval prior to purchase by Restricted Accounting in the Comptroller's Office.
 3. The purchaser will obtain an itemized receipt for the item(s) from the vendor. (Purchases must be limited to \$100.00 or less.) No reimbursement will be made for sales tax since the College is exempt from sales tax. The College's Florida tax exempt certificate can be obtained from the Purchasing or the Comptroller's Office. The purchaser should provide this exemption number to the vendor, and the vendor should exempt the purchase from sales tax. If the purchaser pays the taxes, the College cannot reimburse the amount of taxes paid.
 4. The purchaser will submit the original itemized receipt and submit an ad hoc payment request in Workday.

Responsible Official:	Comptroller	
President's Signature:		Date: 10/13/2021