

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

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

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