



## **OVERVIEW**

In accordance with [ICSUAM Policy 6320.00](#) (CSU Petty Cash and Change Funds Policy), California State University, Chico permits use of petty cash reimbursement for a small population of expenses that would otherwise not be reasonable to process under other existing reimbursement methods. These procedures define the types of expenses that are allowable for petty cash reimbursement and those that must be processed in an alternative manner due to the nature of the transaction.

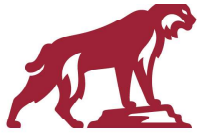
### **General Use of University Petty Cash Funds**

- The University Petty Cash fund is available for situations when payment by cash is the most cost-effective method of payment or payment via campus procurement card is not feasible.
- Purchases are charged to a university chartfield. Only state side purchases are eligible. The use of auxiliary organization funds will not be reimbursed through the university petty cash process.
- Purchases shall not exceed one hundred fifty dollars (\$150.00), exclusive of sales tax, per purchase, for any one vendor on a given day. Orders may not be split to circumvent the \$150.00 limit.
- Employees are responsible for ensuring that appropriate university purchasing procedures are followed, that the expenses serve a clear university business purpose, and that the employee who made the purchase or is being reimbursed derived no personal benefit.
- All purchases require itemized receipt(s) that show vendor, item, and proof of amount paid.
- Only items that are not otherwise controlled or restricted can be purchased with university petty cash funds. Use of university petty cash funds is **prohibited** for the following purposes:
  - Purchase of items by or under State Contract
  - Gift cards
  - Purchase of party supplies, coffeepots, gifts, purchases covered by hospitality procedures, etc.
  - Food (unless prior exception has been documented and approved)
  - Services
  - Travel expenses
  - Payment for temporary help or student assistants

### **General Petty Cash Reimbursement Procedure**

- Make your purchase(s)
- If physical receipts obtained, compile receipts and tape to plain paper
- Obtain a [Petty Cash Reimbursement Authorization Form](#) online. Complete the form and obtain approval.
- Scan approved form and supporting required receipts and submit via email to [accountspayable@csuchico.edu](mailto:accountspayable@csuchico.edu) for review
- Requestor/Department administrative staff will be notified when reimbursement can be picked up at the Cashier's office
- Requestor/Department administrative staff will go to the Cashier's office (SSC Room 230) to obtain cash reimbursement. Please take and submit any physical original receipts, at this time.

## APPENDIX C



California State University **Chico**  
**Financial Services**  
 ACCOUNTS PAYABLE

KENDALL HALL ROOM  
 208 CHICO, CA 95929-0243  
 530-898-6426  
[www.csuchico.edu/ap](http://www.csuchico.edu/ap)

**Petty Cash  
 Reimbursement  
 Authorization  
 Form**

**Purpose:** Use this form to process reimbursement for purchases under \$150 per day/per vendor for allowable items. Please scan completed form and supporting receipts and send to [accountspayable@csuchico.edu](mailto:accountspayable@csuchico.edu). For further information, please refer to the [Campus Petty Cash Procedures](#).

**TO BE COMPLETED BY DEPARTMENT**

Department:	Ext.	Zip:	Reimbursement Amount: \$
Description of Purchase:			
<b>PURCHASER</b> <i>I certify that I have personally paid for the items identified above and that upon reimbursement they become University property. If any items are returned, I will refund the appropriate amount to the University.</i>			
Payee:			
Signature	Print Name	Date	

<b>STATE CHARTFIELD</b>					
Account	Fund	Dept. ID	Program (Optional)	Class (Optional)	\$
Account	Fund	Dept. ID	Program (Optional)	Class (Optional)	\$
Account	Fund	Dept. ID	Program (Optional)	Class (Optional)	\$

<b>AUTHORIZATION</b>		
<i>Appropriate Administrator/Staff as documented on the Financial Services Authorized Signature Form on file at Accounts Payable</i>		
Signature	Print Name	Date

After emailing the scanned form and supporting receipts to [accountspayable@csuchico.edu](mailto:accountspayable@csuchico.edu), please retain the original documents and deliver to Cashiering (SSC 230) upon notification from Accounts Payable.

**INTERNAL USE ONLY - CASHIERING**

Receipts turned in:	\$	Amount	Date	Signature of Clerk Receiving Receipts
Cash Disbursal:	\$	Amount	Date	Signature of Person Receiving Cash
<div style="border: 1px solid black; padding: 5px; display: inline-block;">           Cashier's Initials:         </div>				