



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
 - Cashing of checks, money orders, etc.

General Petty Cash Reimbursement Procedure

- Make your purchase(s)
- Compile receipts and tape to plain paper
- Obtain a *Petty Cash Reimbursement Authorization Form* online <https://www.csuchico.edu/fin/resources/forms.shtml>. Complete the form and obtain approval.
- Scan approved form and supporting required receipts and submit via email to 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 take original completed/approved form and original receipts to the Cashier's office (SSC Room 230) to obtain cash reimbursement.

APPENDIX A:



**CALIFORNIA STATE UNIVERSITY
CHICO**
FINANCIAL SERVICES

ACCOUNTS PAYABLE
KENDALL HALL ROOM 208
CHICO, CA 95929-0243
530-898-6426
www.csuchico.edu/ap

Petty Cash
Reimbursement
Authorization
Form

Purpose: Please use this form to process reimbursement for purchases under \$150 per day/per vendor for allowable items. Please refer to the Campus Petty Cash Procedures for more information at <http://www.csuchico.edu/fin/forms.shtml#policies-procedures>

STEP I: TO BE COMPLETED BY DEPARTMENT

Department:	Ext.	Zip:	Max. Amount Authorized: \$
Description of Purchase:			
PURCHASER			
<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	

STATE CHARTFIELD					
Account	Fund	Dept. ID	Program (Optional)	Class (Optional)	Amount
					\$
					\$

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

STEP II. TO BE COMPLETED AT CASHIERING (\$SC 230)

Receipts turned in: \$	Amount	Date	Signature of Clerk Receiving Receipts
Cash Disbursal: \$	Amount	Date	Signature of Person Receiving Cash
Cashier's Initials:			