

PROCEDURES FOR PETTY CASH PURCHASES

Petty cash funds are to be used for reimbursement of College related expenses that are generally under \$25, and difficult to plan for in advance.

Individual Reimbursement

Each request for petty cash should be recorded on a petty cash voucher form and accompanied with a receipt indicating the cost of the item.

Fund Reimbursement

The total of the cash and the petty cash vouchers should always equal the established fund amount.

To reimburse the petty cash fund the custodian of the fund should initiate a Check Request form, attaching the vouchers and receipts. The Check Request should identify the payee as:

MCCC Petty Cash
c/o (Name of the custodian of the fund)

Cross-References

Policy 6.10 Petty Cash Policy