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