

Petty Cash Policy (Imprest Fund)

The Cashiers Office is responsible for overseeing the administration of all petty cash funds throughout the College. As such, it has the responsibility and authority to establish procedures for petty cash and to enforce those procedures.

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Purpose

The purpose of this document is to provide users with detailed procedures regarding the establishment and administration of a departmental petty cash fund.

Petty cash disbursements should be used only for small incidental expenditures and not as a method to bypass Maricopa County Community College District's (MCCCD) Accounts Payable and Purchasing systems.

Thus, the purpose of a petty cash fund is to provide departments with ready cash for the payment of various small expenditures that are not available through a purchase order (PO). It is intended for local purchases only.

Restrictions

The petty cash fund cannot be used for:

- Purchasing goods covered by an MCCCD cooperative contract. For example, office supplies that can be purchased through a purchase order with a cooperative contract with Office Depot or Office Max. These contracts provide very competitive pricing and discounts.
- Any type of professional service to either an employee or non-employee, for example, payments for rentals and non-employee athletic event workers.
- Reimbursements of any kind, including travel. Please see the Fiscal Office for reimbursement process.
- Making personal loans, salary advances or to serve as a check cashing fund.
- The purchase of money orders, coupons, gift cards and other similar types of pre-purchase tenders to pay for goods.

Guidelines and Procedures

- MCC's general Petty cash limit is \$200. The Manager of College Business Services, Dean of Administrative Services or the Vice President of Administrative Services must sign all petty cash requests over \$200.
- A petty cash must be pre-approved and issued **prior** to purchasing goods. The date of the receipt(s) must be **on or after** the date issued on the petty cash. A petty cash voucher turned in with receipts dated prior to the date on the petty cash will not be accepted.

- **Original** receipts and/or cash must be returned to the Bursar/Cashier Services within **(10)** days after you received the petty cash. Receipts must clearly indicate the items purchased and the name of the vendor/store. All receipts must coincide with the purpose indicated on the Petty Cash Form.
- Receipts should be taped to **one side** of an 8^{1/2}" x 11" sheet of white paper. Please use multiple sheets of paper if needed.
- It is preferred that personal items not be purchased and/or included on the petty cash receipts. If the receipt includes combined personal and business-related purchases, the business-related items are to be circled, and personal items crossed out. Calculate and include proper sales tax with the purchases.
- Petty cash for events, decorations, and food must have an Official Function Form attached (http://www.maricopa.edu/gvpolicy/adminregs/fiscal/1_16.htm), which must be approved with all the required signatures.
- Only board-approved employees may pick up and return a petty cash. Students/Club Treasurers are not allowed to pick up petty cash. A student Club Treasurer may pick up petty cash for club functions when accompanied by their Advisor.
- Only one petty cash voucher per account number can be taken out at any given time.
- After the petty cash has been closed out with Cashiers, you may submit your pink copy petty cash form to Fiscal Services for Reimbursement if you spent more than the requested amount. This reimbursement process has to be approved through CFS requisitioning process.

Process

- Obtain a Petty Cash Voucher from the Department administrative support staff.
- Complete all of the required information and especially provide a detailed description of purchases to be made with the Petty Cash. For example, for office supplies write, "pens, pencils, paper clips", instead of "office supplies". (see below for how to fill out a Petty Cash Voucher)
- Attach the signed and approved Official Function form, if applicable. (<http://www.maricopa.edu/gvpolicy/adminregs/appendices/print/OFF.pdf>)
- Verify that funds are available in your account. For more information visit http://www.maricopa.edu/its/bfs/CFS_GL08_Web_Financials.pdf
- Obtain proper approvals for petty cash: Departmental Supervisor, Organization/Club Advisor, Department Chair, Dean, VP and/or the President.
- Present the completed and approved petty cash voucher to Cashier Services to obtain cash.
- Completed petty cash vouchers may be held at Cashier Services until ready for pick up.
- Purchase items from suppliers.
- Return remaining cash and original receipts to Cashier Services within 10 business days after the petty cash was issued. Please do not highlight the totals on the receipts. If you want the totals to stand out you may circle them.

How to Fill out a Petty Cash Voucher

1. *Unit* – Mesa Community College (MCC)
2. *Dept or Activity* – Department or Club Name
3. *Amount Requested \$* - \$1.00 - \$200.00
4. *Requested By and Date* – Only board approved employees (Club Advisors) are allowed to sign and pick up cash.
5. *Dept Head/Advisor* – Signature of Supervisor or Club Advisor
6. *Unit Head* – Signature of Supervisor, Dean, VP or President
7. *Fiscal Agent* – Signature of Bursar/Cashier Services Staff
8. *Purpose* – Enter a brief, but *specific* explanation of what the funds are to be used for.

NOTE: "Purchase of supplies" is not sufficient, instead, "pens, post it notes, scissors...."

9. *Date/ Received by/ Amount* – The recipient’s signature, the date the cash is received, and dollar amount is filled in by the recipient. These fields should be signed and dated **only when the funds are received**. The person receiving the funds is responsible for safekeeping and proper use of the funds.
10. *Account Code* – Enter the appropriate CFS Account Code. Expenditures can be split into two or more account codes. The complete CFS account looks like this, for example, 210-250-241440-54100.
11. *Cash Returned on/ Receipts Submitted/ Amount* – Leave Blank (for Cashier Services staff use only).

Frequently Asked Questions

- *Why do I need original receipts?*
 - The Petty Cash Fund is subject to audit; therefore, the District Office must maintain the receipts. They are maintained in the Accounts Payable department when MCC Cashier Services submits the reconciled Petty Cash Vouchers, plus related receipts for fund replenishments and fulfillments of newly Petty Cash requests. Original receipts are required to prevent multiple submissions.
- *What happens if the funds are lost?*
 - Fund safeguarding is the custodian’s/cash recipient’s responsibility and lost funds must be repaid by the custodian.
- *What happens if the receipts are lost?*
 - The recipient is responsible for safeguarding all the receipts until the Petty Cash is closed out with Cashier Services. If the receipts are lost, the custodian must get a duplicate copy of receipts or a letter with receipt information (amount, transaction date and business name) from the vendor/store or be repaid with personal money.
- *What if the vendor only provides a tape receipt?*
 - An original receipt including the date of purchase and vendor name is needed. If the vendor name is not printed on the receipt, then on the back, write the vendor name and sign or attach the business card of the vendor.
- *What if the funds are obtained for a specific event and excess funds become available? Can excess funds be used to purchase other miscellaneous items not listed on the voucher?*
 - NO. Keep in mind that all purchases must be pre-approved prior to purchase, otherwise, it could be considered an unauthorized purchase and reimbursement can be denied.
- *Why is Cashier Services (designated staff) always looking at my receipts?*
 - The Cashiering staff must audit the receipts submitted to ensure adherence to MCCCCD’s policies. If she/he identifies discrepancies, the custodian must resolve them before the voucher can be closed. An example of a discrepancy: Funds are obtained on 1/10/06, but some of the receipts are dated prior 1/10/06. We will not accept those receipts on that Petty Cash.
- *Who can pick up and return petty cash?*
 - Only board approved employees may pick up and return petty cash

Common CFS Object Codes

<u>Expenses</u>	<u>Revenues</u>
54100 Supplies	48090 Miscellaneous Revenues
53550 Official Functions	48091 Membership Dues
53210 Professional Services	44200 Donations
53300 Printing/Binding	47310 Rental
53400 Transportation	47410 Gate Receipts
53500 Advertising	
55300 Insurance	
55400 Organizational Dues	
56110 Postage	
56510 In-State Travel	
56515 Registration	
56520 Out-of-State Travel	
56550 International Travel	