

POLICY TITLE: PETTY CASH FUNDS TO PURCHASE SMALL ITEMS THAT CANNOT BE PURCHASED THROUGH REGULAR PURCHASING PROCEDURES

Petty Cash Funds "not to exceed established amount" (except with special approval of the Director of Procurement Services) are permitted for purchases in which cash payment is necessary. Such funds may be established at the request of the proposed Custodian. When permitted, these funds are authorized for the following purposes.

1. Postage.
2. Freight and Express. Expenses for incoming freight and express shall not in any instance be paid when shipping instructions were F.O.B. Agency. An explanation must be made to show purpose for each payment.
3. Governmental Publications.
4. Local market purchases of supplies, materials, or fees, not to exceed \$50.00, the established amount per purchase.

In lieu of a Petty Cash Fund, the Custodian may reimburse out-of-pocket expenses by designated employees directly to such individuals within the limits established for Petty Cash Funds. All such reimbursements must be based upon original invoice and completed Petty Cash Voucher from the firm to which payment was made. Sales tax cannot be reimbursed as the University is tax exempt from such tax. Procurement Services will furnish this exemption number to the vendor upon request.

All purchases of this type go against the budget of the person who makes the purchases and when dollar limits are exceeded, the individual making the purchase is liable.

Purchases shall not split or parceled over a period of time to evade the provisions of this section or applicable regulations. If purchases are so split or parceled, the Custodian is liable for the amount authorized to be expended.

Methods for reimbursement:

less than \$10.00 via petty cash voucher	greater than \$10.00 but not to exceed \$50.00
<ul style="list-style-type: none"> • original invoice and completed petty cash form to be taken to the Bursar (AC 235) • for food items/meals a completed Meals and Entertainment Form must also accompany the original invoice • reimbursements for food or other non office/business related products will require Procurement Services approval 	<ul style="list-style-type: none"> • original invoice and completion of requisition or a parked document, if using Foundation funds, in SAP • for food items/meals a completed Meals and Entertainment Form must also accompany the original invoice and be sent to Accounts Payable (AC 611) • funds will be reimbursed to you in the same manner you currently receive any other payments from the university (payroll, travel, etc.)

[KRS 45A.650](#)