

# Petty Cash Fund Guidelines and Procedures

WSU faculty / staff should use University resources to make any purchases for WSU; i.e. Purchasing Card, Local Field Order or 1400 Form. Winona State University shall maintain a Petty Cash Fund at the Cashiers Office for which employees may be reimbursed for the purchase of supplies for one's office totaling less than \$100.00. To safeguard petty cash fund balances, and to ensure that transactions are in accordance with State of Minnesota, Minnesota State and Winona State purchasing rules and policies, the following guidelines apply to all departments and personnel.

- A. Petty cash funds are to be maintained on an imprest basis and replenished, as the Head Cashier deems necessary. The Head Cashier is responsible for balancing the fund on a periodic basis to ensure that the available cash and the approved petty cash vouchers tally.
- B. The petty cash fund was established to reimburse employees who need to make inexpensive purchases for supplies for one's office.
- C. Systematic use of petty cash is discouraged, especially for expenditures for which other reimbursement processes have been established. Purchases of items other than office supplies should be completed using one of the alternative methods below:
  - WSU Purchasing Card
  - Local Field Order
  - 1400 Form
  - Expense Reimbursement Form
- D. Reimbursement for food purchases is only allowed if using a cost center beginning with a nine (9). If *food* is purchased by a student club account, using a 334xxx cost center, a Student Reimbursement form must be completed.
- E. An employee who is requesting reimbursement for a purchase must complete all information on the petty cash form. Petty cash forms must be completed in ink to prevent alteration.
- F. The original receipt must accompany petty cash reimbursements. The Cashier's department will only reimburse funds if the proper documentation and approval is provided. Before cash reimbursements can be made of \$100 or less, the following must be provided:

- a. Petty Cash reimbursement form, which provides an explanation for the purpose of the expenditure, specifies the amount and date of the purchase, and includes both the signature of the purchaser and of the responsible person for the cost center. Do not split up a petty cash reimbursement in order to bring the dollar amount to \$100 or less.
- b. Attach an original receipt to the form. All receipts must be attached and itemized on the form.
- c. Make copies for your Office Manager / Administrative Assistant. The Cashier's Office will no longer be making copies for you.

Petty Cash reimbursement requests should be submitted no later than 60 days after the purchase date.

If you are planning to purchase any of the following items, please check with your OAS / Office Manager or the Purchasing Department to determine the correct way to make your purchase:

- Textbooks / Books for Professional Development
- Travel Expenses
- Postage / Shipping charges
- Meals or any food items
- Salaries or honorariums
- Services performed
- Computer hardware / electronics
- Computer Software
- Memberships
- Winona Park Rec reservations