



Santa Fe College Rules Manual

Title:	Petty Cash	Procedure 5.5P
Based on	Rule 5.5	
Effective Date:	July 1, 1998	

Purpose: To establish procedures pertaining to the reimbursement of petty cash.

Petty cash shall be expended to cover small purchases and is limited to \$100 maximum per reimbursement. Splitting of purchases to circumvent the purchasing process is prohibited. A purchase order is required for purchases totaling more than \$100.

In order to reimburse cash, the original paid receipt/invoice must be signed by the budget signature authority indicating their approval and what department and general ledger code is to be charged.

Tax is not reimbursable on petty cash purchases. Secure a copy of the tax exemption form from the Comptroller's Office for presentation to vendor.