

COLLEGE of CHARLESTON

OFFICIAL POLICY

2.3.2.2

Reimbursements for Purchases via Petty Cash

2/15/16

Policy Statement

Petty Cash reimbursements will be allowed for fair and reasonable small purchases under \$50 necessary to perform job duties.

Policy Manager and Responsible Department or Office

Wendy Williams, Director of Procurement and Supply
Larry Allen/Lew San Felice, Petty Cash Custodians

Purpose/Reason for the Policy

To provide a means of reimbursing individuals for nominal purchases when the use of a Purchasing Card is not feasible and use of a direct expenditure voucher or purchase order is not practical.

Policy

Petty Cash reimbursement requests must include a description of materials, account number, object code, authorized fund administrator signature and itemized receipts, with the following exclusions:

- Payments to individuals
- Gifts, flowers, parties, cards, or any other perquisites to State Employees
- Alcoholic beverages, tobacco, or any other controlled substances
- Food or beverages for consumption by State Employees
- Materials or supplies available on S.C. State term contracts, e.g. office supplies
- Supplies available from College of Charleston Central Stores or College of Charleston bookstore
- Printing or copying without a release from the Copy Center
- Artificially divided larger purchases constituting one or more petty cash reimbursements.

Credit card receipts must be itemized to be acceptable. There is a \$50 limit for reimbursements and purchases cannot be divided to circumvent the \$50 limit.

Procedures Related to the Policy

South Carolina Consolidated Procurement Code 11-35-1550 (1)(a)
College of Charleston Petty Cash Reimbursement Request and Authorization

Related Policies, Documents or Forms

Issue Date:2/15/16
Date of Policy Revision:2/15/16

Next Review Date:10/15/2020

POLICY APPROVAL

(For use by the Office of the Board of Trustees or the Office of the President)

Policy Number: 2.3.2.2

President or

Chairman, Board of Trustees

Alan P. McLaughlin, Pres. Date: 2-15-16