

COLLEGE of CHARLESTON

OFFICIAL POLICY

3.3.2.5

Reimbursements for Purchases via Petty Cash

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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.

Departments/Offices Affected by the Policy

All

Procedures Related to the 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.

Related Policies, Documents or Forms

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

Review Schedule

Issue Date: October 2002	Next Review
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