TO: Campus Staff

FROM: Terri Carter, Director Student Financial Services

DATE: February 18, 2015

SUBJECT: Petty Cash/Small Cash Reimbursement Procedures

Listed below is the Petty Cash/Small Cash reimbursement procedure for employees and students who make purchases on behalf of Florida Institute of Technology.

Complete a Petty Cash Voucher with the required information as follows:

Payee: The printed name of the person being reimbursed

Date: The date the voucher is presented

Account #: All pertinent account information to charge the department including the fund, org, account, program, and activity code where applicable. For example:

01-12220-72199-610-SACHN
which is fund 01, org 12220, account 72199, program, 610, activity code SACHN

Amount: Reimbursement may not exceed $50.00

Sign Purchase: Payee must sign that purchases were made on behalf of Florida Tech

Certification:

Description: Detail description of all that was purchased

Approved By: Signature of Department Head, Budget Approver, or Financial Manager

Printed Approver: Printed name of approver and phone extension

Received By: Signature of person receiving the reimbursement

Printed Received By: Printed name of person receiving the reimbursement

Additional Information:

- All ORIGINAL receipts must be attached to the voucher.
- If reimbursing mileage for travel, the trip must be a minimum of 10 miles round trip, and a map showing the mileage needs to be attached. (ie Mapquest printout)
- The payee and the approver cannot be the same person
- Maximum daily reimbursement amount is $50.00
- If reimbursement is being charged to a grant, the Office of Sponsored Programs must sign the Petty Cash Voucher form.