

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.