



## Policy 2.28 Petty Cash and Small Dollar Reimbursement

**Responsible Official:** VP for Finance  
**Administering Division/Department:** Cash Operations  
**Effective Date:** June 01, 2008  
**Last Revision:** February 06, 2009

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### Overview

To provide general guidelines regarding petty cash and small dollar reimbursement.

### Applicability

All employees and students.

### Policy Details

#### 2.28.1 Petty Cash

Petty cash funds, generally of a small amount, are used for expenditures in connection with approved University activities. The amount of the funds requested should be limited to minimum operating requirements.

A department which has a need to pay test subjects may request a departmental petty cash fund. A department can establish a petty cash fund through the Office of the Controller with a [Petty Cash Fund Request Form](#). The Controller will, after review and approval of the Request Form, advance a check through the Payment Services Department to the first custodian of the petty cash fund.

#### 2.28.2 Small Dollar Amount Requests

Small dollar amount requests are defined as amounts less than \$75.00.

Employees or students should print and complete a Small Dollar Reimbursement Form. The hard copy must contain signatures of both the requester and an approved signer of that department. The signed, completed form and original receipts should be taken to the [Cashier's Office](#) to receive a cash disbursement. The authorized signer is responsible to assure that no expenditures for personal items, memberships, subscriptions, dues, or wages are reimbursed through this method.

The Cashier's office and Student Financial Services are located in Room 101 of the Boisfeuillet Jones Center. Cashier's office hours are 9:00 am to 4:00 pm Monday-Friday.

### Definitions

*Petty cash:* Small dollar amount discretionary funds, usually in the form of cash, used for expenditures for which it is not practical to pay by check.

### Related Links

- Current Version of This Policy: <http://policies.emory.edu/2.28>
- [Student Financial Services:](http://www.emory.edu/studentfinancials/index.shtml) (http://www.emory.edu/studentfinancials/index.shtml)
- [Finance Department:](http://www.finance.emory.edu) (http://www.finance.emory.edu)

### Contact Information

Subject	Contact	Phone	Email
Petty Cash	Student Financial Services	404-727-6095	student.financials@emory.edu
Petty Cash Disbursement	Payment Services	404-727-5400	actspay@emory.edu
Petty Cash Account Set-up	Office of the Controller	404-727-6080	crtl@emory.edu

### Revision History

- Version Published on: Mar 22, 2007 *(Overall revision of previous policy dated 3/1/2007)*
- Version Published on: Mar 22, 2007 *(Original Publication)*