Policy 2.28
Petty Cash and Small Dollar Reimbursement

Responsible Official: Vice President for Finance/Chief Finance Officer
Administering Division/Department: Treasury Operations
Effective Date: June 01, 2008
Last Revision: August 25, 2016

Policy Sections:

I. Overview
II. Applicability
III. Policy Details
IV. Definitions
V. Related Links
VI. Contact Information
VII. Revision History

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 Reimbursements

Small dollar reimbursements are considered expenses of $250.00 or less.

Employees or students should print and complete an Emory Small Dollar Reimbursement Voucher Form. This form must contain signatures of both the requester (individual being reimbursed) and the authorized signer within your designated unit before a reimbursement is issued by the Cashier's Office (101 Boisfeuillet Jones Center, Atlanta, Georgia 30322).

The authorized signer is responsible to assure no expenditures for the following are reimbursed via this form: personal expenses, memberships, subscriptions, dues, and wages. Upon receipt of the authorized signature, the individual being reimbursed should present a completed Small Dollar Reimbursement Voucher Form with all required signatures and original receipts to the Cashier's office.

Note: This form must be submitted to the Cashier's Office within 10 business days from the date of the approved form. The individual being reimbursed is required to present a valid EmoryCard ID (Emory's official identification card) to the
cashier and can only submit 1 Small Dollar Reimbursement Voucher Form to the Cashier's Office per day.

The Cashier's Office and Emory University Student Financial Services are located at 101 Boisfeuillet Jones Center, Atlanta, Georgia 30322. Cashier's Office Hours are 8:30 a.m. - 4:30 p.m.

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](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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Petty Cash</td>
<td>Student Financial Services</td>
<td>404-727-6095</td>
<td><a href="mailto:student.financials@emory.edu">student.financials@emory.edu</a></td>
</tr>
<tr>
<td>Petty Cash Disbursement</td>
<td>Payment Services</td>
<td>404-727-5400</td>
<td><a href="mailto:actspay@emory.edu">actspay@emory.edu</a></td>
</tr>
<tr>
<td>Petty Cash Account Set-up</td>
<td>Office of the Controller</td>
<td>404-727-6080</td>
<td><a href="mailto:ctrl@emory.edu">ctrl@emory.edu</a></td>
</tr>
</tbody>
</table>

Revision History

- Version Published on: Feb 06, 2009 *(Please refer to the preapproval email submitted by Loette (8/17/2016))*
- Version Published on: Feb 06, 2009 *(Overall revision of previous policy dated 3/1/2007)*
- Version Published on: Mar 28, 2007 *(Original Publication)*

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.*