Policy 2.28
Petty Cash and Small Dollar Reimbursement

Responsible Official: Vice President for Finance/Chief Financial Officer
Administering Division/Department: Treasury Operations
Effective Date: June 01, 2008
Last Revision: February 06, 2009

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 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](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: Mar 28, 2007 *(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.*