Revised Procedures for Petty Cash

1. Written requests should be submitted to Troy High in the Accounting Office with accompanying receipts, proper coding and authorized signature. Bear in mind the request does not guarantee the funds are available immediately. (Every effort is made to accommodate requests the same day; however, it is difficult to estimate the varying needs of the college). The Petty Cash Request form is available on the S Drive, Business Office, Forms.

2. Requests may not exceed $25.00. If your expenditures exceed the limit, you must submit a check requisition or employee expense report to Accounts Payable, which runs every other Friday (opposite of payroll week). Submission deadline for AP is Wednesday at noon.

3. Tax-exempt forms should be used at time of purchase. They can be obtained in the Purchasing or Accounting Department.

4. An Alvernia staff/faculty member must receive the cash. Students will no longer be allowed to accept the money.

5. Petty cash is typically on a reimbursement basis. Occasional exceptions for cash advances will be considered. Requests for cash advances require a receipt and change returned to the Accounting Office the next business day. If you fail to return the above, future requests for advanced money will not be honored.