



ASUB Standard Operating Procedure – 2101

Standard Operating Procedure Synopsis

Title: **PETTY CASH REIMBURSEMENT**

Approval Date: Nov. 17, 2021

Revision Date, if applicable:

Review Date(s): Sept. 14, 2022; Sept. 6, 2023; Sept. 25, 2024

Annual Review Month: September

Responsible Officer (RO): Vice Chancellor for Finance and Administration

Standard Operating Procedures Manager (PM): Director of Business Operations

A. Purpose and Scope

This standard operating procedure outlines the process for petty cash reimbursement and establishes the policies for reimbursement. Under no circumstances may petty cash be used to circumvent purchasing regulations, make payroll advances, make contract labor payments, make travel advances, or reimburse travel expense.

B. Definitions

Petty Cash Custodian – On the Beebe campus, this is accounts payable. On the Heber Springs and Searcy campuses, this is the business manager. On the Searcy campus, this is the One Stop administrative specialist.

CFO – Chief Financial Officer

C. Procedures

1. Requestor obtains prior approval in writing from budget supervisor before making the purchase.

2. Requestor sends form with receipts attached to their supervisor for approval and then to the vice chancellor of their department for approval. All requests will be reviewed by the CFO before payment.
3. When all approvals are obtained, accounts payable will issue a check.

Reimbursement Information

1. Only one transaction per budget number per month is allowed.
2. Multiple receipts are not allowed.
3. Receipts cannot be held over from one month to the next.
4. Items that are purchased must adhere to all procurement guidelines and regulations.
5. The following items will not be reimbursed through petty cash:
 - a. Any mandatory state contract items
 - b. Travel and travel related expense
6. Any exceptions to the above rules must be approved by the CFO, director of business operations or the controller.

D. Related Information

The requisition form can be found on the business office SharePoint site.
[Petty Cash Reimbursement Requisition Form](#)