

PASSAIC COUNTY COMMUNITY COLLEGE
PETTY CASH REIMBURSEMENT POLICY

Passaic County Community College Petty Cash Reimbursement Policy

Requests for reimbursement for funds spent through petty cash must be submitted on a Petty Cash Voucher Form. This form is available on-line through e-mail under PUBLIC FOLDERS, under All Public Folders, under Finance Public Forms. All data must be completed in full or payment will not be made. Prior to payment being issued, all vouchers will be reviewed by the appropriate Budget Officer for reasonableness, proper/allowable business expense, and availability of funds. Petty cash reimbursement is limited to \$60.00 and no more than one (1) petty cash voucher can be submitted per calendar month per individual.

Guidelines are as follows below:

1. The total expenditure is not to exceed \$60.00 per month.
2. Signatures are required. This includes the person requesting the funds, the Budget Officer (the person responsible for the budget), and their respective Executive Director, Vice President or the President.
3. All receipts must include the vendor name, date of purchase, and description of item or items.
4. NJ sales tax will not be paid.
5. A voucher must be submitted within the fiscal year and there will be no more than one (1) petty cash voucher submitted per calendar month per individual.
6. Mileage for personal vehicles is paid at a rate of \$0.37 cents per mile (or as the grant specifies). You must document the start and finish locations. Tolls will also be reimbursed at actual expense.
7. Any reimbursement for travel outside of Passaic County must have a Travel Authorization Form completed and attached to the voucher. (See Travel Authorization Procedures)
8. Completion of the form:
 - The signed form with attached receipts is to be delivered to the Bursars office for their review. You will then be contacted at the phone extension you placed on the form to pick up your petty cash reimbursement within five (5) business days.

- The form must be completed in its entirety (see attachment). If information is missing or incorrect, the voucher will be returned.

Exhibit 1 – Sample MS Office E-Mail Location

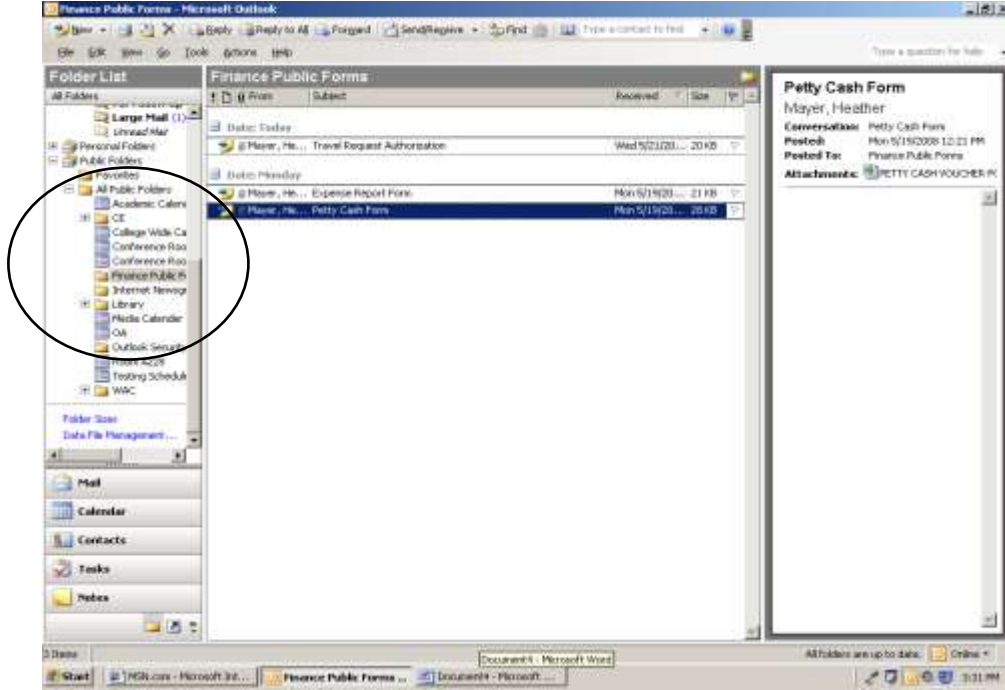



Exhibit 2 – Sample Form

	PETTY CASH VOUCHER Finance Division Bursar's Office One College Blvd., Paterson, NJ 07505 Phone: 973-684-6692		
	<p style="text-align: center;">Total expenditures should not exceed \$60.00 per petty cash voucher. All signatures are required and only one (1) petty cash voucher will be paid per calendar month per individual. New Jersey Sales Tax will not be paid. Mileage is reimbursed for personal vehicles at a rate of \$0.37 per mile. Receipts must be attached and you will be contacted at the phone extension provided on the request within five (5) business days. The petty cash voucher must be complete or it will be returned.</p>		
ORIGINATOR'S REQUEST		CERTIFICATION OF AVAILABLE FUNDS	
Name:	Ext.:	I certify that departmental records show that sufficient are appropriated and available to cover this request.	
Date	Signature of person to be reimbursed	Date	Budget Officer
Date	Signature of Person accepting funds	Date	Executive Director, Vice President's or President's Signature
Date	Signature of Bursar Staff issuing funds	Date	Bursar's Office
Detailed Explanation and Description of Item		TOTAL COST	BUDGET NUMBER(S)
		-	
		-	
		-	
		-	
		-	
		-	
		-	
Grand Total:		\$	