

The University of Scranton
Purchasing Policies & Procedures
Petty Cash

Purpose.

To define proper use and procedures for use of petty cash.

Scope.

This procedure applies to all University employees.

Procedure.

Authorized individuals can use personal funds for the purchase of small items up to \$50.00 in value. Reimbursement will be made in cash by the Treasurer's Office after submission of a properly completed petty cash form along with receipts to document the purchase. Physical Plant will be authorized to administer a petty cash fund for reimbursements up to \$100.00. Reimbursement will not be made for items which are under established University contracts. Petty cash accounts are authorized and controlled by the Treasurer's Office.