

# Staffordshire University

## Petty Cash

### Policy and Procedures

#### 1. Introduction

This Petty Cash Policy and Procedures document is issued on 1<sup>st</sup> August 2005. It supersedes all other policies and procedures relating to petty cash currently in issue. It should be read in conjunction with the University's Financial Regulations.

This Petty Cash Policy and Procedures document is applicable to all employees of the University. Petty cash claims will not be reimbursed to self employed persons or non University employees. Claims without receipts will only be accepted in exceptional circumstances.

#### 2. Policy

Petty Cash may be used to claim reimbursement for small items of incidental expenditure only. The maximum amount that may be claimed in respect of any single item through the petty cash system is £50. Other than in exceptional circumstances receipts must be submitted in respect of all claims for reimbursement.

The following items cannot be reimbursed via petty cash

- Staff advances
- Travel and subsistence
- Hospitality or entertaining
- Catering supplies, food or beverages (excluding tea/coffee/milk)
- Publications
- Uniforms
- Subscriptions
- Telephone costs
- Spectacles, contact lenses and eye tests
- Gifts and flowers
- Prizes
- Christmas functions and decorations

#### 3. Procedure

Subject to the policy above, authorised claims for reimbursement of expenditure through petty cash must be submitted by employees on a petty cash voucher with supporting receipts attached.

Petty cash vouchers are obtainable from petty cash holders and should be submitted for reimbursement to the same person.

#### 4. Authorisation

Petty cash vouchers must be signed by the employee drawing petty cash as confirmation of receipt. The voucher must be authorised by the relevant Faculty or Service head, or their appointed nominee. In addition, the voucher must be

signed by the relevant petty cash controller once the voucher and receipt has been checked.

Petty cash returns must be completed and signed by the petty cash controller on a regular, but no less than monthly, basis. The return, supporting vouchers and receipts and a manual cheque request form should then be forwarded to the relevant Faculty or Service head for authorisation. Once authorised the return and other documentation should be forwarded directly to Financial Services and not returned to the petty cash controller.

**5. Reimbursement of petty cash floats**

Requests for reimbursement of petty cash floats should be submitted to Financial Services on a monthly basis on a Manual Cheque Request Form.