

August 17, 2015

TO: ALL STAFF

FROM: PAM MALIN, TREASURER

SUBJECT: PETTY CASH REIMBURSEMENT

Please take a moment to review the NEW Pre-Approval and Authorization Rules for Petty Cash Reimbursements.

1. Reimbursements **MUST BE PREAPPROVED** before purchase by the Department Chair.
2. Reimbursement receipts must be under **\$200.00, NO EXCEPTIONS.**
3. **NO CONFERENCE OR FIELD TRIP EXPENSES** can be reimbursed through this process.
4. **LEGIBLE, ITEMIZED RECEIPTS** must be submitted **WITHIN 30 DAYS of the Purchase Date** to be reimbursed.
5. Attach receipts to the Pre-Approved Form and submit to Mr. Gengler for approval of payment.

Thank you.