



Policy No. 5.008  
Northwest Louisiana Technical College

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**Petty Cash**

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Original Adoption: February 10, 2008  
Effective Date: February 10, 2008  
Last Revision: April 05, 2018

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Petty cash fund controls and procedures are implemented to ensure that petty cash funds are properly established and maintained, and Northwest Louisiana Technical College's assets are adequately safeguarded. When making small purchases, a campus can use funds from the petty cash account to reimburse employees who prepay for a small item or to fund the initial purchase of the small item. Purchases made from or reimbursed through the petty cash account cannot exceed \$30.00. This policy applies to all Northwest Louisiana Technical College employees.

*Policy Reference: LTC Policy #FS1930.343 Petty Cash  
Petty Cash Request/Receipt Form  
Petty Cash Reimbursement  
Petty Cash Reconciliation Log*

Approved:

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Earl Meador  
Director



Policy No. 5.008  
Northwest Louisiana Technical College

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**Petty Cash  
Procedures & Specific Information**

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**INTRODUCTION AND BACKGROUND**

When making small purchases, a campus can use funds from the petty cash account to reimburse employees who prepay for the small item or to fund the initial purchase of the small item. Petty cash is for official state business only. No personal use. Purchases made from or reimbursed through the petty cash account cannot exceed \$30.00.

**PURPOSE**

To state the policy and procedure of Northwest Louisiana Technical College regarding establishing petty cash accounts for the campuses and the use of petty cash funds.

**DEFINITION**

***Petty cash*** - a sum of money set aside for the purpose of paying small obligations for which the issuance of a formal voucher and check would be too expensive and time-consuming.

**GENERAL POLICY**

Each campus will keep \$200 cash. \$100 of these funds will be held for petty cash and \$100 will be maintained for cashier's to make change. The petty cash request/receipt form should be used to establish a petty cash account and must be submitted to the Northwest Louisiana Technical College regional office to the attention of the Director. This request must be signed by the Campus Dean and the Director. The receipt of these funds should be recorded on the same form and amount received should be verified by a party other than the petty cash custodian.

The maximum amount of reimbursement for a single purchase is \$30.00. Prior approval must be obtained from the Director and Campus Dean before purchases are made. Payments for goods or services in excess of the maximum amount are to be handled through the regular purchasing process.

Petty cash purchases may not be made for personal expenses, SGA purchases or for the reimbursement of any travel expenses and shall be in accordance with [Louisiana State Procurement Regulations](#).

All original receipts shall be signed, and dated with the purpose of the item written on the receipt. Tax exempt forms should be presented to vendor when making purchases. At no point, should the payment or receipt contain tax.

The receipt is then submitted to the Petty Cash Custodian for reimbursement immediately. ***“Immediately” is defined as “within 24 hours of receipt.”*** Each campus will have a petty cash custodian assigned and will maintain a written document signed by the custodian agreeing to policies and procedures.

No reimbursements can be issued without the original receipt. Original receipt must have a detailed receipt, not a generic description such as “general merchandise” or should be fully documented elsewhere, (both paper and an un-editable form).

A Petty Cash Reimbursement form should be completed and signed for each transaction.

**The following transactions and purchases may not be processed with petty cash funds:**

Items required to be purchased through the regular purchasing process

Gift cards, money orders, anything of cash value including stamps

Items covered by state contract

Travel reimbursements

Registration fees

Membership fees

Cash advances to employees or students

Check cashing

Items charged to SGA or Technology fee funds.

The petty cash fund must not be commingled with any other funds. At all times, the total of the cash on hand plus reimbursements in transit and receipts on hand should equal the total amount authorized for each campus.

The petty cash custodian is responsible for maintaining the Petty Cash Reconciliation Log form and the log is due to the regional office at the end of each month.

A petty cash request should be submitted once funds are depleted. Form can be submitted at any time, but campus must allow sufficient time for request to be processed.

Periodic audits of the petty cash fund will be conducted by the Northwest Louisiana Technical College Regional Office's staff. Violations of these policies may result in the removal of the petty cash fund from a campus.

### **INCREASE/DECREASE IN PETTY CASH**

After an increase in petty cash has been authorized, the Regional Accountant will enter an accounts payable voucher to the appropriate petty cash custodian for the approved increase.

After an increase or decrease in petty cash has been authorized, the following entries with the appropriate additional required chart fields should be made via a journal voucher by the Regional Accounts Manager and approved by the CFO:

#### **Increase**

<b>Acct. 1102</b>	<b>Petty Cash</b>	<b>\$xxxxx</b>
<b>Acct. 1001</b>	<b>Cash in Bank</b>	<b>\$xxxxx</b>

#### **Decrease**

<b>Acct. 1001</b>	<b>Cash in Bank</b>	<b>\$xxxxx</b>
<b>Acct. 1102</b>	<b>Petty Cash</b>	<b>\$xxxxx</b>

### **ANNUAL REPORTING**

Each campus petty cash custodian is required to submit an approved authorization log, amount and amount in custody, to the Regional Accountant, at the end of each month on the 30<sup>th</sup> day. If the 30<sup>th</sup> day falls on a weekend or a holiday, documents will be submitted previous business day.

*Policy Reference: LTC Policy FS1930.343*

*Petty Cash Request/Receipt Form*

*Petty Cash Reimbursement*

*Petty Cash Reconciliation Log*

Approved:



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Earl Meador  
Director



**NORTHWEST**  
LOUISIANA TECHNICAL COLLEGE

# **PETTY CASH REQUEST/RECEIPT FORM**

## **Request:**

<b>Campus:</b>
<b>Date Requested:</b>
<b>Amount Requested:</b>
<b>Campus Dean:</b>

## **Receipt:**

<b>Date Received:</b>
<b>Amount Received:</b>
<b>Received By:</b>
<b>Verified By:</b>

Approved:

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Earl Meador  
Director



**NORTHWEST**  
LOUISIANA TECHNICAL COLLEGE

# PETTY CASH REIMBURSEMENT

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Vendor: \_\_\_\_\_

Description of expenses (original receipt)	QTY	Unit Price	Amount
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
<b>Total:</b>			

Fund	Org.	Account	Program	Activity	Amount
					\$
					\$
					\$
					\$
					\$
					\$
					\$

\_\_\_\_\_  
Requested By:

\_\_\_\_\_  
Date:

I certify that the above good and /or services were received and necessary

\_\_\_\_\_  
Approved By:

\_\_\_\_\_  
Date:

