



**PETTY CASH
REIMBURSEMENT VOUCHER**

(\$75 LIMIT – ORIGINAL RECEIPTS REQUIRED)

Date: _____ **Budget Code:** _____

Requested By: _____ **Department:** _____

REASON FOR PURCHASE	AMOUNT
TOTAL	

APPROVED BY: (SUPERVISOR OF REQUESTER)

_____ Signature	_____ Date	_____ Printed Name
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RECEIVED BY: _____	DISBURSED BY: _____
Date	Date

Policy: The Petty Cash Fund is set up to take care of “out of pocket” expenditures by System employees. There is a limit of \$75 for any one transaction. Transactions may not be split over multiple Petty Cash Vouchers to avoid the \$75 threshold. Reimbursements of expenditures over \$75 should be processed through Accounts Payable using an Employee Expense Reimbursement Voucher.

Procedures:

1. Authorized employee receives approval from supervisor to make a purchase.
2. Authorized employee presents Tax Exemption form when making the purchase and obtains a receipt.
3. Authorized employee:
 - ☐ completes Petty Cash Voucher
 - ☐ documents good faith effort to get sales tax removed if vendor refuses to honor LSCS's tax exemption status
 - ☐ obtains Supervisor's signature of approval on voucher
 - ☐ tapes original receipt to an 8 1/2 x 11 sheet of paper
 - ☐ submits the voucher and receipt page to the Business Office for reimbursement

Notes:

1. The Petty Cash Fund is not meant to replace regular purchasing procedures.
2. Please use a P-Card when appropriate.
3. LSCS is a tax exempt entity. A Tax Exemption Certificate should be presented when a purchase is made to avoid being charged sales tax. The certificate is available on the Forms page of the LSCS intranet ([Tax Exemption Certificate](#)). If an employee does not want to bother getting the sales tax removed, they can just not request reimbursement for it. If an employee does not remember to request the vendor remove the sales tax, they can request a credit from the vendor via phone, fax, etc. If the vendor refuses to remove the sales tax, the employee must document their good faith effort to get the sales tax removed and they will be reimbursed for it.