



**Procedure Title: Petty Cash Accounts**  
**Procedure Number: 01-2006-0019**  
**Board Policy Reference: IV.A. General Executive Direction**

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**Accountable Administrator: President**  
**Position responsible for updating: Chief Finance Officer**  
**Original Date: 3-21-06**  
**Date Approved by Cabinet: 01-18-11**  
**Authorized Signature: *Signed original on file***  
**Dated: 01-18-11**  
**Date Posted on Web: 01-19-11**  
**Revised: 08-11**  
**Reviewed: 08-11**

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**Purpose/Principle/Definitions:**

**Permanent Petty Cash Funds**

Certain areas of the College may establish permanent petty cash funds to expedite the handling of College business. Departments having frequent cash purchases of minor items may request a petty cash fund of up to \$100. If additional petty cash funds are needed above the \$100 level, the petty cash custodian may submit a written justification request. All requests must be submitted to the Senior Operations Accountant for approval.

Requests must provide the amount requested, justification of need, and the name of the individual who will serve as the petty cash fund custodian. Petty cash funds must be kept separate from all other funds. Personal funds should not be co-mingled with petty cash funds. A petty cash fund may not be used to cash personal checks or IOU's or for loans.

Adequate facilities for safekeeping the funds must be available and used. Only the petty cash custodian and the department head should have access to the fund. Petty cash funds are subject to audit at any time. The custodian should frequently count and reconcile petty cash funds to ensure that the cash and paid receipts on hand equal the authorized amount of the fund. Department/unit heads should ensure that the fund is

properly reconciled on a monthly basis. Discrepancies should be reported immediately to the Senior Operations Accountant.

If such a fund is required, the following steps must be taken:

1. Complete all the information on attached Request for Petty Cash Fund form and return to the Senior Operations Accountant for approval. The approved form will be returned to the department making the request.
2. Upon receipt of the approved form, the custodian or department head may pick up the petty cash fund from the Service Center. For outlying areas, a BMCC check will be issued, which can be cashed at any local bank.
3. Reimbursement for the fund may be obtained by submitting the Petty Cash Refund Summary Request, signed by the petty cash custodian.
4. If the fund is no longer needed, the custodian or department/unit head should return the fund by making a deposit to the account number listed on the Request for Petty Cash Fund form and notify the Senior Operations Accountant.

Should a department anticipate a change in the person responsible for a petty cash fund, the following procedures should be implemented immediately:

1. The department/unit head should complete a new *Request for Petty Cash Fund* form and notify the Senior Operations Accountant.
2. The outgoing custodian should prepare and submit a "final" Petty Cash Refund Summary form in order to bring the fund back to the full amount.

### **Requesting Petty Cash Refunds:**

Accessing petty cash funds should be mainly for emergency-type situations. Petty cash refunds must be processed within 90 days from date of purchase. Items purchased cannot exceed \$50 per item.

Reimbursement for all expenditures such as: gasoline, parking, meals, lodging, and colloquium/seminar registration fees must be submitted as a reimbursement in the RaPS travel module.

The College encourages the use of the RaPS purchasing system first when needing supplies for buildings and/or departments. It is also imperative that all requests be processed prior to the end of the fiscal year (June 30) in which the purchase is made.



**Legal References:**

[ORS 294.311](#)

[ORS 341.290 \(2\)](#)



# Request for Petty Cash Fund

- Request for **Permanent** Petty Cash Fund ( -000001-11 -N)
- Request for **Additional** Petty Cash Funds ( -000001-11 -N)
- Request for **Custodian Change** (*only check if there is a custodian change*)

Request Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_ PO # \_\_\_\_\_

Contact: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Petty Cash Amount Requested: \$ \_\_\_\_\_ Additional Cash Requested \$ \_\_\_\_\_

How many cash boxes needed? \_\_\_\_\_

### Justification of Need for Fund:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Requested by: Custodian and Supervisor:

Custodian Name (please print): \_\_\_\_\_

Custodian Signature: \_\_\_\_\_

Supervisor/Dept. Head Name (please print): \_\_\_\_\_

Supervisor/Dept. Head Signature: \_\_\_\_\_

Submit completed form to:

**Senior Operations Accountant**  
Morrow Hall Room M-106  
(541) 278-5746

For Business Office use only:

**Business Office Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**Petty Cash Funds Returned \$** \_\_\_\_\_ **Date** \_\_\_\_\_



Blue Mountain  
Community College

# Petty Cash Refund Summary Request

**Purchase Order #** \_\_\_\_\_

I, \_\_\_\_\_ am requesting reimbursement for items purchased as itemized on the attached paid receipts. I hereby certify that these purchases were made for the stated purpose, that the expenses incurred were necessary and proper, and that no part thereof has been otherwise reimbursed.

Campus/ Fund	F/C/Dept	Object	Term	Project	Description	Amount
			N			\$
			N			\$
			N			\$
			N			\$
			N			\$
			N			\$
<b>Total</b>						\$

**Purpose of Expense:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Department:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Custodian Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Admin Proc. BO-01-2006-0019 Rev.: 08-11