



# EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

**CDE-1      Petty Cash Disbursement      APPROVED:** November 7, 1978      **REVISED:** September 1, 1995  
Year of last review: 2021  
**AUTHORIZING BOARD POLICY:** CDE

Classification: Institutional  
Vice President or Associate Vice President: Vice President of Financial and Administrative Operations  
Designated Contact: Comptroller

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**OBJECTIVE:** To provide guidelines for the use of petty cash by District personnel.

**PROCEDURE:**

- I. General Provisions
  - A. Petty cash disbursements may be obtained at any Cashier's Office, availability of funds permitting.
  - B. Petty cash disbursements are limited to \$100.00 per day, per person, per account. Any request exceeding this amount requires a Check Authorization Form.
  - C. All petty cash disbursements require the approval of a budget head, using the Petty Cash Reimbursement/Disbursement Form.
  - D. Only items needed on short notice, one-time purchases, or approved local travel will be considered.
  - E. Petty cash for hospitality must be approved by the appropriate budget head.
  - F. Prior to the purchase of supplies, a tax exemption certificate will be provided, upon request, by the Cashier's or the Comptroller's Office.
  
- II. Advances
  - A. A written request signed by the budget head indicating the person to receive advances, a description of the items or services to be purchased, and the account number to which the expense will be charged is to be provided to the cashier at the time of the advance request.
  - B. A receipt (cash register tape, sales ticket, etc.) for petty cash advanced must be returned to the cashier by 4:00 p.m. the same working day.
  - C. Petty cash will not be disbursed to any department having an outstanding advance petty cash voucher.