

DEARBORN ADMINISTRATIVE GUIDE

Section: Business and Financial Services
Subject: Petty Cash Purchases
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Item purchases exceeding \$200 must be processed through the Procurement Department in Ann Arbor. (See Procurement)

Cash purchases may be made provided:

1. The item purchased does not exceed \$200.00. Petty cash purchases are for emergency or when unusual circumstances occur. Routine purchases under or over \$200 must be processed using University procurement department procedures.
2. It is not related to overnight business travel. Travel costs must be vouchered on a [Travel & Business Hosting Expense Report](#). (See [Petty Cash](#) Travel Reimbursement - DAG 501.4 for reimbursement of local travel)
3. Office decor items, e.g. plants, paintings, etc. require the prior approval of the Facilities Planning Office.
4. An original sales receipt must accompany each petty cash transaction.
5. Hosting costs related to an event held on campus that total \$25.00 or less (per event) may be reimbursed. All costs related to the event must be vouchered at once. A Hosting Documentation for Petty Cash Reimbursement Form must be submitted with the voucher.

Although the University is exempt from the payment of sales tax, if the tax is assessed and shown on the receipt, reimbursement will be allowed.

A staff member may make cash purchases from personal funds, on a credit card or receive a petty cash advance from the Cashier's Office. If a petty cash advance is necessary, the anticipated purchase price will be advanced when a [Request for Advance Form](#) is completed and approved by an authorized signer of the account to be charged.

After the purchase, a completed Petty Cash Voucher and original sales receipt must be returned to the Cashier's Office for reimbursement. Any funds remaining from an advance must be returned to satisfy the outstanding advance.

Reimbursement of Petty Cash Expenditures Which Do Not Meet the Above Requirements

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Send the original invoice or receipt attached to the [Non-PO Voucher Request Form](#) to the Financial Services & Budget Office. The voucher will be audited, numbered and processed for payment. A copy of the Non-PO Voucher Request Form containing the number will be returned to you for your file.

Any questions concerning appropriate purchases should be directed to Linda Southward at 593-5255.

Questions regarding the Non-PO Voucher Request should be directed to Karen Erridge at 593-5410.

Documents referenced in this policy:

- Request for Advance: These NCR 2-part forms are available at the UM-Dearborn Cashier's Office.
- Petty Cash Voucher: This form is available from the Cashiers' Office or Financial Services & Budget. It is also available on the Financial Services & Budget web site. The UM-D [Petty Cash Voucher](#) form must be used.
- Hosting Documentation for Petty Cash Reimbursement Form
- [Non-PO Voucher Request Form](#)