

OLD DOMINION UNIVERSITY

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ACCOUNTS PAYABLE PROCEDURE MANUAL

Title: Petty Cash and Small Business Expense Procedures

Procedure: 6-810

General Guidelines/Proper Use

- x Reimbursement of petty cash or small business expenses requires adherence to all University and Commonwealth policies and procedures.
- x Departments with a Departmental Petty Cash Fund are required to abide by all guidelines contained in this procedure.
- x The total of daily receipts submitted for reimbursement of expenditures from a single vendor cannot exceed \$200.

- o Order splitting is not allowed - i.e., splitting an order so the receipts are

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- g. Food and/or beverages, on campus, over \$50.00
- h. Radioactive or hazardous chemicals and materials
- i. Contractual payments (maintenance services, consultants)
- j. Narcotics or dangerous drugs
- k. Firearms and ammunition
- l. Purchases from foreign countries
- m. Purchases from State employees
- n.

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- j. Amount (complete for each expenditure to be reimbursed)
- k. Total amount of reimbursement request
- l. Person Approving Funds (printed name)
- m. Signature (Approval for payment by Budget Unit Director or Other Authorized Signer on the master signature list that is higher than the Payee in the organizational structure – may not be the individual being reimbursed) – No initials or stamps allowed. Must be an original signature.
- n. Date

Completing the Expense Report

Create a new Expense Report in Chrome River and complete the following:

1. Expense Header
 - Pay Me In – default
 - Report Name – Event/Location/Date
 - Travel Type –

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Reference the Chrome River Training Guide for detailed instructions on completing the Expense Report.

Receipts and Documentation Requirements

- x Attach the receipts which will include the itemized receipt and the method of payment for any items that can be procured with the PCard.
 - o If the method of payment is a charge card, you must indicate the type of card (i.e., Visa, MasterCard, Discover card) and the last 4 digits of the card number.
- x Employees submitting petty cash (PC1) forms for reimbursement from the department's petty cash fund must tape the original receipt for each purchase to a blank 8 ½" X 11" sheet of plain paper and attach the sheet to the PC-1 Form. Use as many sheets as required.
 - o Your receipts should be in the same order as they are listed on the PC-1 form. Attach a calculator tape or spreadsheet with amounts in the same order as the expenditures are listed on the PC-1 form.
- x If preparing an Expense Report for reimbursement of a small business expense, all original receipts and supporting documentation must be centrally maintained in a department file, and copies must be attached to the report in Chrome River.
- x If receipts contain expenditures in addition to those being reimbursed, the items being reimbursed should be circled or highlighted and the total to be reimbursed should be handwritten on the receipt.
- x Any sales tax paid by the employee for University goods may be included in the total reimbursement amount.
 - o If the items to be reimbursed are not the only items on the receipt, you may only claim the applicable sales tax for the items being reimbursed.
- x Tax exempt forms can be obtained from the Accounts Payable Department prior to the purchase, BUT most vendors will not accept them for cash transactions.
 - o Items procured with purchase orders or the PCard will be less costly for the University since they are always paid net of taxes.
- x Attach the Business Related Meal Form and complete it in its entirety, or provide a description of the business discussed and the benefits to the University in the comments section of the Chrome River Expense Report, if requesting reimbursement for a non-travel related meal.

