

**THREE RIVERS COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3100 Financial Management	
Title: FR 3125 Petty Cash	Page 1 of 2
Primary Policy: FP 3104 Banking and Cash Management	
References:	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-19-2017	Last Revision:

Three Rivers College petty cash transactions are intended for occasional, special use only and do not require prior approval from the business office.

To be reimbursed, the college employee shall bring to the cashier window at the Office of Student Accounts itemized expenditure receipts and an **Employee Expense Reimbursement Request** form marked as “petty cash” and approved by the appropriate supervisor.

College purchases by petty cash may be made only as follows unless approved in writing by the Chief Financial Officer:

- The purchase is \$25 or less. (Splitting purchases to avoid limits is prohibited.)
- The purchased item is tangible. (Payments for services are not permitted.)
- Item is not normally purchased in bulk by college procurement services.
- Purchase by other college means, such as purchase order, is not an option.
- Purchase does not include Missouri sales tax.

The purchase complies with applicable college policies and an appropriate explanation is provided on the Employee Expense Reimbursement Request form marked as Petty Cash.

The following purchases and expenses are never allowed from petty cash and will not be reimbursed:

- Travel related expenses
- Contracted labor
- Missouri State sales tax (College Tax Exempt Certificate is available on the college Gateway)
- Purchases not related to college business

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DOCUMENT HISTORY:

04-19-2017: Initial approval of regulation FR 3125 Petty Cash.