PETTY CASH REIMBURSEMENT

MATC Administrative Regulation and Procedure BB0800 and BB0801 govern non-construction and construction procurements, respectively. However, the district realizes that these procedures do not meet the district’s need when faced with emergency procurements of less than $25.00. The process outlined below has been developed to meet this need.

Petty cash reimbursement will be used for emergency purchases(s) made by employees for $25.00 or less. Employees requesting reimbursement must complete a petty cash voucher and attach the purchase receipt(s) with the supervisor’s approval and account coding. Requests for reimbursement greater than $25.00 will not be honored.

An exception to this procedure must be approved by the Vice President, Finance.

Office of Responsibility: Finance Division