



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: PETTY CASH REIMBURSEMENT	Code: BB0802
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Policy Reference: N/A

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