

MACON STATE COLLEGE
PETTY CASH PURCHASES/REIMBURSEMENTS

Macon State College's petty cash policy enables faculty and staff members to make necessary small value purchases and receive reimbursement without going through the usual purchasing process. The following requirements must be met in order to receive a petty cash reimbursement for a purchase:

- Funds must be available in department budget
- Purchase must be for the benefit of and fit the mission of Macon State College
- Total purchase must be *less than \$50*
- Dated receipt/invoice (with vendor name and purchased item(s)) must be attached to this form

If the above requirements are met, please complete the appropriate areas of the form below and bring to the Business Office in the Administration Building for reimbursement. *Please note that reimbursement will be given only to the person making the purchase and that no advances will be permitted from petty cash.*

PETTY CASH VOUCHER

DATE: _____

AMOUNT: \$

DEPARTMENT: _____

(must be less than \$50)

ITEM(S) PURCHASED/PURPOSE:

DEPT HEAD APPROVAL: _____

Receipt and/or invoice must be attached to this voucher

This section to be completed by Business Office

CASH DISBURSED BY



NAME:

SIGNATURE:

BO APPROVAL:

CHARGE PURCHASE TO ACCT #

CASH RECEIVED BY



NAME:

SIGNATURE:
