



SAO - FINANCIAL MANAGEMENT DEPARTMENT

DATE: April 29,2020
TO: DAs & DMs
SUBJECT: Petty Cash Reimbursement (AKA) Small Miscellaneous Reimbursements (SMR) Guidelines - for employees

Dear Colleagues,

If a purchase order or p-card is unavailable, petty cash can be used to reimburse an employee for non-recurring immediate/emergency business expenses. All reimbursements requests are subject to review and approval based on the facts and circumstances pertaining to that request. Below are lists of examples:

Acceptable use of Petty cash:

- Local travel expenses such as POV, tolls, taxis, Uber/Lyft
- Emergency repair of equipment
- Postage
- Business representation/ donor cultivation activities, including meals
- Local and virtual conference registration only
 - petty cash limit is \$800.00
 - Reimbursement requests should be submitted within 30 days after the employee has attended the conference, not before.
 - Registration late fees will be approved at the supervisor's discretion.
 - Payment by purchase card (by SAO Purchasing using the requisition->PO process) is an alternative to petty cash and preferred, whenever practical, particularly for events with a large SAO attendance (e.g. AAS).

Non-Acceptable use of Petty cash:

- Software
- Office Supplies and Equipment
- Subscriptions/ memberships
- Job Posting
- Conference registration involving TDY travel – (This should continue to be reimbursed via the travel authorization/voucher process or, alternatively, paid by SAO Purchasing using the requisition->PO/purchase card process..)
- Emergency Telework supplies –please see the attached memo from SI: COVID-19: USE OF FUNDS and PURCHASING FAQs issued April 2, 2020.

All reimbursement requests, other than conference reimbursements (mentioned above), which exceed the \$300 threshold should seek prior approval from Karen McLaine.

For your reference we have attached the following forms:

- Small Misc. Reimbursement Requests via petty cash,
- SD 302 Financial Management Payment Policies, Systems and Procedures- Excerpts related to small misc. reimbursements
- SMR/ Petty Cash Quick Reference Guide

Please communicate this policy to department/divisional staff.

Thank you
Karen