



SENIOR VICE PRESIDENT  
FOR BUSINESS AFFAIRS

## THE UNIVERSITY OF TEXAS AT DALLAS

P.O. BOX 830688 RICHARDSON, TEXAS 75083-0688  
(972) 883-2213 FAX (972) 883-2212

BUSINESS PROCEDURE MEMORANDUM NO. 27A

March 31, 1986

May 31, 1988

December 1, 1988

Revised: March 15, 2000

SUBJECT: Bursar Petty Cash Fund Procedure

The purpose of the Bursar's Petty Cash Fund is to aid in the procurement of supplies and/or services for U.T. Dallas when it is more feasible to pay cash than issue a purchase order or use an SOS (Small Order System).

A requestor, after obtaining approval of the authorized fund manager, must use personal cash to make a purchase. Before making the "out-of-pocket" purchase, the requestor must obtain a Tax Exemption Certificate from their fund manager. Tax Exemption Certificates are available from Procurement Management (X2300). The requestor must present the certificate to the vendor, who will keep the certificate for his records, at the time of purchase. The requestor will not be reimbursed for any sales tax paid, unless the purchase was made from an Agency Fund (fund numbers between 990000 and 995000). Agency funds are not included in the State's Sales Tax Exemption status.

The Petty Cash procedure is not a means of bypassing the normal purchase order system and should not be abused. Use of the fund should be strictly limited to those individuals with authority as designated in writing by the fund manager. Custodians of Main Campus/Callier Center petty cash funds are also subject to the following rules and are responsible for insuring compliance with such rules:

- A. Usage is intended only for small day-to-day needs. Reimbursement is limited to \$50.00 per company receipt/invoice. Splitting of receipts/invoices to meet the dollar limits specified in these procedures is not permitted. Account managers and/or Petty Cash Custodians are responsible for monitoring petty cash transactions to insure adherence to this memorandum. Abuse of the petty cash privilege could result in loss of such privileges for offenders.
- B. The transaction between the Bursar and the requestor named on the requisition must be done in person. No petty cash monies may be sent through the University mail system by either party.
- C. Reimbursement will be made only upon presentation, at the Bursar's Office, of an original receipt (no copies accepted) showing the company name, receipt stamped "paid" to include the company name, or an original itemized printed company invoice indicating "paid." A narrative description of the items purchased - not just a stock number - must be identified on the receipt and/or invoice and/or purchase requisition. The receipt and/or "paid status invoice" must be attached to an itemized purchase requisition or a Reimbursement of Business Expense form approved by the fund manager or an authorized signatory. The requisition must be typed or printed to include the typed/printed name of the requisitioner and the typed/printed name of the authorizing official. Packing lists will not be accepted as documentation for reimbursement.

- D. Purchases should be presented for reimbursement in a timely manner to insure such purchases are charged against the fiscal year in which purchases are made. Any year-end purchases not received by the Bursar's Office within the year-end accrual period will be charged against the department's following fiscal year budget.
- E. If the vendor receipt does not list the items purchased, then the requisition prepared by the department must include an itemized description and cost of the purchased items.
- F. Reimbursement will not be made for:
  - 1. Alcoholic beverages,
  - 2. Gasoline, except those purchases made for research purposes,
  - 3. Office supplies stocked in Central Stores. Petty cash vouchers will be reviewed by Procurement Management to insure compliance,
  - 4. Travel expenses,
  - 5. State Sales Tax.
- G. Reimbursement for food and entertainment will only be made from non-state accounts; must follow discretionary fund guidelines (see the Purchasing Section of this Manual for details); and must have a properly completed Reimbursement of Business Expense form.
- H. Reimbursement of appropriate freight charges is allowed.
- I. Telephone call reimbursement requires the following information:
  - 1. Request for payment/reimbursement of business expenses,
  - 2. Original bill,
  - 3. Statement on purpose of the call indicating state business, and
  - 4. Name of the individual who was called.
- J. All petty cash purchase/reimbursement transactions are subject to audit review by members of the Office of Internal Audits as well as U.T. System and State of Texas auditors.

Robert L. Lovitt  
Senior Vice President  
for Business Affairs

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