

COUNTY COLLEGE OF MORRIS Business and Finance Division Procedures	
Subject: ACCOUNTING DEPARTMENT, PETTY CASH FUNDS/REIMBURSEMENTS	Page: 03.15.01
	Date: 12/7/2021

General

There are four petty cash funds on campus. One is located in the Office of the President, strictly for the use by the President and the Board of Trustees; the second is located in the Office of Campus Life, for the use by student clubs and related events; the third is located in the Athletics office, strictly for the use of the Athletics Department and the fourth is located at the Bursar Window in the Student Center (#225), for reimbursement of employee expenses.

An employee can be reimbursed for approved expenditures up to \$25 at the Bursar Window, located in SCC225. Expenses over \$25 must be previously approved and follow the process described in the Purchasing of Goods or Services procedure (see page 09.09) or Expense Reimbursement procedure (see page 03.11).

Note: The \$25 limit is a per expenditure limit as well as a per reimbursement limit.

Authority

Board Policy 3.1006 - Travel and Reimbursement Policy for Officers and Employees
Vice President of Business and Finance

Responsibility

All CCM employees & trustees that incur personal expenses on behalf of the college
All CCM management & trustees that approve such expenses
Director of Accounting
Bursar

Procedure

1. In order to be reimbursed by petty cash, a "CCM Petty Cash Reimbursement" form (Attachment 1) must be completed and authorized. The form requires:
 - a. The date of the expenditure.
 - b. The employee's name.
 - c. The expense account number and amount of the charge (please confirm availability of budget funds for the expenditure).
 - d. The total requested for reimbursement.
 - e. The purpose of the expenditure.
 - f. The department heads approval. (For grant expenditures, approval must be obtained by the project director.)

COUNTY COLLEGE OF MORRIS Business and Finance Division Procedures	
Subject: ACCOUNTING DEPARTMENT, PETTY CASH FUNDS/REIMBURSEMENTS	Page: 03.15.02
	Date: 12/7/2021

2. Attach the original receipt to the form, which documents the expenditure. **The expense must be submitted within 10 business days of the purchase (receipt date) in order to be reimbursed. Failure to submit the petty cash form within 10 days will result in non-payment.** Appeals based upon extenuating circumstances for all travel related expenses may be made to the Chair of the Board of Trustees and all non-travel related expenses may be made to the VP of Business and Finance.
3. Employees requesting reimbursement must come in person to the Bursar Window, located in SCC225, to collect petty cash. The employee may be requested to present their CCM ID Card for reimbursement.
4. The Accounting Department staff will review the form for completion and disburse the funds to the employee. The employee will be requested to sign the Petty Cash Receipt book, which confirms receipt of the funds.
5. At the time that the check request is vouchered to reimburse the petty cash account (procedure 03.20), the expenditure will be recorded against the identified general ledger account number.

Attachment 1

CCM PETTY CASH REIMBURSEMENT FORM

Date: _____

Employee's Name: _____

Expense Acct. #: _____ \$ _____

_____ \$ _____

Total Reimbursement:

Purpose: _____

Supervisor's Approval (Signature)

White—Accounting

Yellow—Department

Pink—Employee