The following are guidelines & procedures established by District Accounting and the Board of Trustees. District Petty Cash Funds are to be used for small urgent/emergency purchases. Any single expenditure (same store/same day) is limited to $50. See below for other restrictions:

**Items that may be reimbursed through petty cash:**
- ✔ Mileage under $10 per employee for any one calendar month. (Any employee whose mileage exceeds $10 for any one calendar month must submit a Mileage Reimbursement Request Form)
- ✔ Supplies - Instructional and/or office supplies within reason.
- ✔ Maintenance - Maintenance of equipment supplies.
- ✔ Vehicle Supplies - District vehicle supplies.

**Items that will NOT be reimbursed through petty cash:**
- ✗ Equipment - **ALL** equipment purchases must be made with a Purchase Order.
- ✗ Purchases over $50 - **ALL** purchases that exceed $50 must be made with a Purchase Order.
- ✗ Personal Office Items - These include but are not limited to Medicines (such as Advil, Tylenol, etc.), coffee, creamer, sugar, candy, etc. These types of items MAY NOT be reimbursed through District and/or College Funds.
- ✗ Board Approvals/Administrative Decisions (Approvals) - **ALL** purchases which require either a board approval or an administrative decision (approvals), must be made with a Purchase Order.

**Petty cash fund receipts must include the following:**
- Store Name, Purchase Date (must be less than 30 days old), Itemization or list of items bought, Total Purchase Price and Proof/Type of Payment (cash, charge, check).

**The following are examples of unacceptable receipts:**
- Older than 30 days, For more than $50, Multiple receipts from same vendor purchased on same day exceeding $50, Receipts torn/split into two receipts to avoid $50 max. and Receipts for a credit amount due to an exchange (original receipt showing proof of purchase and payment must be attached).

Board Approval Items may include:
- ✦ Field Trips
- ✦ Mileage/Parking for Conferences and/or Travel
- ✦ Date on invoice is over 1 year old
- ✦ Food & Food Service products such as paper plates, bowls, cups, napkins, silverware, etc. (The only exception is when these items are purchased by an area where this is a required or regular part of the environment such as the Children's Center or Lab School, the Cafeteria or Food Service, the Food & Nutrition and/or Science classes.)