



University of Central Oklahoma
Financial Services

Instructions for Use of Petty Cash Funds

No single expenditure shall exceed \$200 (two hundred dollars) in amount, and purchases may not be split in order to meet this limitation.

Prerequisite:

- Active Organization Number
- SAF (Student Affairs) Pre-Authorization Form required when purchasing from “S” or “A” organizations
- Completed Pre-approved “MERF” - Meal Expense Request Form – required to purchase food items. (This form will be kept in the Bursar’s office and attached to Petty Cash Voucher when returned.)

Prohibited Expenditures:

- a. **Personal Services:** Includes all elements of compensation (salary, retirement, insurance, etc.) paid to an employee of the institution and all payments for personal services paid to non-employees of the institution (contractual services).
- b. **Travel Expenses:** All items of travel costs that would ordinarily be paid on a travel claim form. These include, but are not limited to; meals, lodging, mileage, and registration fees.
- c. **Professional Services:** Include those services within the scope of the practice of architecture, engineering, law, accounting, medicine, or other such services licensed by the State.
- d. **Postage:** Defined to include metered postage and postage stamps (exception of postage due).
- e. Contracted services requiring service agreement.
- f. Rental that requires a signed rental agreement.

Procedures for Use of Petty Cash Funds:

1. Pick up Petty Cash Voucher, with your UCO Faculty/Staff ID, at the Bursar's Office, University Center, Rm. 134 and complete the "Petty Cash Issued" section of the voucher.
2. Make your purchase.
3. Complete the "Petty Cash Returned" section.
4. Obtain signature from the Financial Manager, responsible for the organization account.
5. Return Petty Cash Voucher; vendor receipts, and unused cash to the Bursar's Office, University Center, Rm. 134.

Note: Petty cash must be returned by 4:30pm on the next business day (from date issued). If you have special circumstances which require the funds to be kept longer, please request an exception at the time of issuance.

Penalties:

Any use of funds prohibited under the Allowable Expenditures section above will be the personal responsibility of the individual, and must be reimbursed to the University immediately upon request.

Failure to return proper receipts and unused funds in a timely manner may result in revocation of future Petty Cash privileges.