**Purpose**
To provide a guide for departments on appropriate use of petty cash and its reimbursement process.

**Policy**
The University allows for the reimbursement of university personnel for the payment of incidental expenditures through the petty cash fund. Incidental expenditures included but not limited to:

- Mileage for local travel – travel within the Chicagoland area
- Tolls
- Parking
- Postage
- Copying charges

**Definitions**
Incidental expenditures – Small items of expenses that cannot be purchased from approved IIT vendors.

**Procedures**

A. The petty cash reimbursements may not exceed $150. All individuals requesting petty cash are required to use the Petty Cash disbursement voucher located at the Controller’s Office website at [http://www.iit.edu/policy_procedures/forms-page.shtml](http://www.iit.edu/policy_procedures/forms-page.shtml). University personnel requesting reimbursements over $150 are required to use the Request for Check form. All petty cash disbursement vouchers must be signed by the department head, reviewed, and approved by the Controller’s Office. Once approved, the voucher can be processed by the Bursar’s Office.

B. All petty cash reimbursement requests are required to have the appropriate documentation attached, such as reimbursement receipts. The documentation must be the original itemized receipts, or for mileage, the number of miles traveled multiplied by the IRS approved mileage rate. The business purpose for each expenditure must be clearly stated. Reimbursement requests missing the appropriate documentation will not be approved by the Controller’s Office.
**Guidelines**
The university will not reimburse the following:

1. Items exceeding $150
2. Receipts split between two or more petty cash reimbursement vouchers.
3. Illinois Sales Tax – the purchaser should provide the vendor a copy of the IIT sales tax exemption letter. The letter can be obtained from the Purchasing department.
4. Alcoholic beverages for non-IIT sponsored events
5. Payment of personnel services that would be considered wages
6. Travel reimbursements, except local travel
7. Personal items including departmental coffee, departmental grocery items, car washes, personal care products, personal care services (haircuts, manicures, etc.)
8. Advances

**References**
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**Responsibilities**
Intentionally left blank.

**Required Forms**
Petty Cash: [http://www.iit.edu/policy_procedures/forms/ga_petty_cash_authorization.xls](http://www.iit.edu/policy_procedures/forms/ga_petty_cash_authorization.xls)
Request for Check: [http://www.iit.edu/policy_procedures/forms/ap_check_req.xls](http://www.iit.edu/policy_procedures/forms/ap_check_req.xls)