University at Buffalo
Petty Cash Guidelines-State Funds

A petty cash purchase is defined as the purchase of goods or services by university employees from their own personal funds on behalf of their department. The cost per receipt for items purchased must be $250 or less. Financial Services will reimburse a university employee who has made a petty cash purchase which is considered to be an appropriate expenditure of State Funds.

- Travel expenses are to be processed in accordance with state and university travel procedures rather than the petty cash reimbursement procedures. Refer to State Travel for more information.
- Consider establishing a Procurement Card for a more efficient, cost-effective method of purchasing and payment for small dollar purchases. The Procurement Card will enable cardholders to make authorized purchases directly from a supplier without processing the traditional paperwork. Refer to Procurement Services for more information.

Available Petty Cash Forms...

Petty Cash Reimbursement Request-RAP form

Petty Cash Signature Form

Petty Cash Guidelines

- A signature form is required to be on file in Accounting Services to process state petty cash reimbursements. Contact Carrie Hutchins at 645-2640 or Shawn Diehl at 645-2648 to verify signature information. If no form is on file, or if the information is outdated, please complete a new form.

State Petty Cash Signature Form

Obtain, original signatures and mail form to: Shawn Diehl
Financial Services
418 Crofts Hall
North Campus

- Please provide the name and phone number of an individual (if other than payee) that can assist us if questions arise in processing reimbursement requests.

- UB is a state agency and therefore purchases made on behalf of the University are tax-exempt. If UB is not registered as tax exempt with a vendor, Petty Cash Signature Form
should be presented to the vendor at the time of the petty cash purchase. Departments should make every effort to avoid paying taxes.

· Original receipts are required to process reimbursements.

· The payee and the authorized signer must sign the reimbursement request. Request forms will be returned if either signature is missing.

· Account number must be indicated

· Ensure receipts total amount requested

· Description of items purchased must be noted

· Food purchases must be justified. University at Buffalo Food & Beverage Reimbursement Guidelines Food may be purchased for meetings when someone from outside the department is included. Meals may be purchased for candidates and those involved in the decision making process.

    · Attach “no alcohol statement” if an itemized receipt is not provided with request. Reimbursement is not provided for the purchase of alcoholic beverages.

    · Attach agenda for meeting

    · Attach flyer for colloquium or presentation

    · Indicate attendees

· Reimbursement of gas purchased for a personal vehicle is not provided. Reimbursement for mileage may be obtained using State Travel Guidelines.

· Internet Purchases

    Payment with credit card, debit card or online check: Original credit card statement or bank statement must be submitted with request.

    Payment with online banking* or the transfer of fund on the Internet: The purchase request or the confirmation receipt and a detailed transaction report of your bank statement (this can be printed from the internet) with the purchases highlighted. Please note it may take a couple of days for the transfer of funds to be updated by your bank. These items must be submitted with your request.

    *Definition of online banking-A banking service that processes all transactions electronically and produces no paper trails.