PETTY CASH POLICY

The Student Administrative Services Center (SASC), located on the 2nd floor of the Beatrice Auerbach Computer Center and Administration building processes the reimbursement for University purchases of $25.00 or less. In order to be reimbursed for purchases you make on behalf of the University, you are required to fill out a Petty Cash Voucher form, have it authorized by your department head and attach all appropriate original receipts. An original receipt must accompany your request in order for you to receive reimbursement through our office.*

The following must be true in order to receive petty cash reimbursement from SASC:

- Be sure to have a completed petty cash voucher form. Please be sure to include complete department org and sub account information. This form also requires the proper authorizing signature.
- The person 'authorized' for payment must be the same person who is asking for reimbursement. The person authorized to be reimbursed must be different then the 'Authorized Signature'. The authorized person may be required to show their University ID for proper identification.
- Include all original receipts totaling up to $25.00.
- The University of Hartford is tax exempt. Therefore, we do not reimburse for sales tax. Please contact the Financial Accounting office if you need a copy of our tax exempt certificate prior to making your purchase.
- Only $25.00 per day can be claimed against a general ledger account.
- Amounts greater than $25.00 or not accompanied by a receipt need to be requested with an Order for Check or Personal Expense Voucher form which is processed through the Financial Accounting office.*
- You can print a copy of a petty cash voucher form by following this link: petty cash voucher form

*University travel for a mileage expense is expected to be reimbursed without a receipt.