

# UNIVERSITY OF WASHINGTON, BOTHELL

## POLICIES AND PROCEDURES MANUAL

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PETTY CASH  
3.3  
REV 04/05  
Finance and Administration  
425.352.5235

### OVERVIEW

Purchase Orders are not necessary for items eligible for payment using the UWB revolving petty cash fund, administered by the Finance and Administration office. Departments complete the Petty Cash Voucher form, attach the applicable supporting documentation, and checks are generally available within a week to ten days at the Cashier's office.

### POLICY

The UWB revolving petty cash account may be used for payment of eligible transactions, up to \$1,000 including tax and freight. The following types of payments are eligible for petty cash payments:

1. Payments to research subjects, except for Non-Resident Aliens (NRAs)
2. Supplies not available in eProcurement (up to \$200)
3. In-state travel, excluding per diem and lodging, which must be accounted for on a Travel Expense Voucher (TEV), including:
  - Ferry tolls
  - Bridge tolls
  - In-state Mileage
  - Parking fees
  - Registration fees
  - Ferry ticket books
  - Taxi - if receipt is preprinted with cab company name
  - Parking fees which have receipts
4. Conference registration fees
5. Miscellaneous services, excluding payments to individuals
6. Bank fees
7. Check purchases
8. Non-personal services

The following items are *not eligible* for petty cash payment:

1. Fines.

2. Out-of-state travel, including parking and mileage.
3. Personal services.
4. Payments to individuals.
5. Honoraria.
6. Supplies over \$200.
7. Travel related to Honoraria.
8. Items on a State of Washington contract.
9. Personal choice, convenience or decorative items, unless charged to a discretionary fund (budget number 64-XXXX):
  - Clocks
  - Picture frames
  - Flowers
  - Desk sets
  - Briefcases
  - Watches
10. Food or beverages and related items, unless the budget is on the list of budgets approved for such purchases:
  - Alcoholic beverages
  - Non-alcoholic beverages
  - Banquet permits
  - Blenders (beverage mixers)
  - Ice
11. Services rendered by University of Washington employees.
12. Items purchased from a University of Washington department.

For food and beverage items, a [Food Approval Form](#) is necessary unless the budget used is pre-authorized for such purchases, or a discretionary (64-XXXX) budget is used. Please consult with the [Petty Cash Custodian](#) regarding whether a Food Approval Form is necessary.

For additional information and rules regarding local mileage reimbursements (mileage within 50 miles of the employee's work station), see Administrative Procedure 4.7, Local Mileage Reimbursement.

## **PROCEDURE**

The following items are necessary for payment using the UWB revolving petty cash fund:

1. [Petty Cash Voucher](#) form.
2. Original receipt, or Perjury Statement.
3. Travel Expense Voucher form, for travel related expenses.

Please note that the Petty Cash Voucher form must include a budget number, and must be signed by an authorized individual.

The above items should be directed to [Petty Cash Custodian](#), Finance and Administration, Box 358525, or delivered to UW1-281. Reimbursement will generally take place within a week to ten days, and checks will be available for pick-up at the Cashier's office. Rush requests must be hand-delivered to the Petty Cash Custodian, at UW1-281.

## **FORMS**

UWB Petty Cash Voucher form:

<https://my.uwb.edu/storage/283>

UWB Petty Cash Perjury Statement:

<http://.....>

UW Food Approval form (UoW 1798):

<https://my.uwb.edu/storage/284>

UW Travel Expense Voucher form (UoW 1171) – one budget:

[http://www.washington.edu/admin/travel/forms/tev\\_one\\_budget.pdf](http://www.washington.edu/admin/travel/forms/tev_one_budget.pdf)

UW Travel Expense Voucher form (UoW 1171) – more than one budget:

[http://www.washington.edu/admin/travel/forms/tev\\_shared\\_budget.pdf](http://www.washington.edu/admin/travel/forms/tev_shared_budget.pdf)

## **ADDITIONAL INFORMATION**

Please contact the [Petty Cash Custodian](#) for questions related to petty cash payments.