

GUIDELINES FOR THE USE OF PETTY CASH

- Petty Cash may only be used to claim reimbursement of small incidental items of expenditure
- Any large or regular ordering of goods /services must be done through e-procurement
- The maximum amount that may be claimed in respect of any single item of expenditure through the petty cash system is £20
- Payment will not be made without a valid receipt. Where a receipt is not provided and/or voucher not signed reimbursement will not be made. The cost will be borne by the individual
- Payment of travel costs, up to a maximum of £20 per person, for **non-staff** members attendance at meetings can be made subject to the holder of petty cash being notified in advance so that it can be ensured that enough cash is available to make these payments. Payments in excess of £20 should be made via a cheque payment.
- The following are the examples of some items of expenditure which should not be reimbursed via petty cash:
 - Staff advances
 - Staff travel/parking/petrol (these should be submitted to payroll via the E-Expenses system: please refer to the Travel & Expenses Policy)
 - Catering supplies, food or beverages (unless below £20,) excluding tea/coffee/milk
 - Publications
 - Subscriptions
 - Telephone costs
 - Staff presents and parties: gifts and flowers
 - Christmas functions and decorations
 - Stationery