USF Controller's Office
Accounts Payable – Petty Cash Reimbursements

Philosophy:

In accordance with effective internal control procedures and established accounting processes, as well as university regulations these guidelines are offered regarding accounts payable procedures.

Procedure:

This process describes what information is needed to process a reimbursement for petty cash to USF employees who are established petty cash custodians. Petty cash funds should be used for those situations where there are small recurring charges considered impractical or inefficient to process through the normal procurement or PCard processes.

Note: Expenses that cannot be reimbursed through petty cash are: 1) travel expenses, including tolls, parking, and gas; 2) routine operating expense items that can be purchased on a Requisition to Purchase or PCard and 3) Payments to individuals for services.

For more information regarding the setup and management of the petty cash process go to http://www.usf.edu/business-finance/controller/accounting-reporting/pettycash.aspx.

Process Detail:

Complete Employee Payment Form attaching all applicable receipts. Provide proof of payment for any not marked as paid. Sign Employee Payment Form, include Employee ID number and submit to apinvoices@usf.edu.

Check Handling:

If a check is to be mailed, include the campus address where the check is to be mailed on the Employee Payment Form. If the check is to be picked up, include the name of the individual designated to pick up the check.

Check issuance:

Payment will be made by check and not by electronic funds transfer (EFT).

Resources:

For more information, contact the AP Helpdesk at aphelp@usf.edu