



PETTY CASH GUIDELINES FOR STUDENT CLUBS & ORGANIZATIONS

WHAT IS PETTY CASH?

Petty cash is discretionary funds in the form of cash used for small expenditures where it doesn't make sense to pay by check because of the inconvenience associated with writing, signing, and then cashing the check.

WHAT TYPES OF THINGS CAN I PAY FOR WITH PETTY CASH?

Petty cash is intended for the purchase of minor out-of-pocket expenses, like pizza for a club meeting or supplies for an activity. As a general rule of thumb, a supply is considered something you can deplete your stock of; for example, if the Chemistry Club wanted to buy Borax to concoct homemade slime, this would be an appropriate use of petty cash funds.

WHAT TYPES OF THINGS CAN I NOT PAY FOR WITH PETTY CASH?

There are several types of purchases that clubs make throughout the year that you would not use petty cash for, such as:

- **Equipment**, which should be able to be reused repeatedly. Equipment purchases should be made by filling out a requisition form and creating a purchase order.
- **Student travel**, including registration fees, admission fees/tickets, or food related to field trips.
- **Guest speakers or performers**, even if their speaker fee or honorarium request is under \$200.
- **Services from vendors**, even if their charges are under \$200.
- **Alcohol, gift cards, or medication**, all of which would be illegal uses of district or club funds.

If you are unsure whether something can be purchased with petty cash, contact the Student Activities Specialist for clarification *before* a purchase is made.

WHAT'S THE MAXIMUM AMOUNT OF PETTY CASH I CAN SPEND?

While the college allows for a maximum of \$200 in petty cash to be distributed, clubs/organizations are capped to a maximum of \$100 in petty cash for general purposes. Any student group requesting between \$101-\$200 that they must provide a justification for why they would need this much money, including quotes, estimates, or screenshots.

HOW DO I ACCESS PETTY CASH?

1. Have your club vote on how to spend its funds. Have your club's Secretary compose the meeting minutes.
2. Request a hard-copy requisition form from the Student Activities Office in the Campus Center, where you can also ask for a sample document of how to fill out the requisition to request petty cash.
3. Submit the requisition form and a copy of your club's meeting minutes (showing that the club voted to spend the funds in the manner outlined on the requisition) to the Student Activities Office at least a week in advance so we can verify that you have sufficient funds in your account and secure the necessary signatures. We will email you once the form is signed and ready for you to retrieve from the Student Activities Office.
4. Pick-up your approved requisition from the Student Activities Office and take it to the Student Business Office (in Fountain Hall on the first floor) with a valid ID to receive the cash your club has requested.
5. Spend the money as you indicated on your original requisition, holding on to all itemized receipts. If you are ordering supplies online, such as from Amazon, you *must have the items shipped/delivered to the college* (7075 Campus Road, Moorpark, CA 93021). You *cannot* have these items sent to a personal address.



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WHAT DO I DO AFTER I'VE SPENT THE PETTY CASH?

All receipts and any unspent money must be submitted back to the Student Business Office within 10 days of the event or activity for which you used the funds. The receipt must be original (no copies!), and it needs to identify what was purchased, the business/entity it was purchased from, the date of the purchase, and the dollar amount spent.

When returning your receipts and any change you have leftover, the amount spent and the money returned must add up to the amount of petty cash funds you received. Clubs who cannot appropriately track their petty cash expenditures and receipts could see their spending privileges suspended.

WHAT IF I PAY FOR SOMETHING CLUB-RELATED OUT-OF-POCKET? CAN I BE REIMBURSED?

Yes, you would follow the same process and guidelines as are outlined for petty cash, only you would specify that you're being reimbursed for a purchase rather than requesting money to make a purchase.

Please note, however that *reimbursements should be a last resort*, and that clubs should make every effort possible to secure petty cash funds in advance of spending. A club that continually seeks reimbursement versus advance petty cash approval will see their ability to access funds restricted for the remainder of the academic year.

WHO DO I CONTACT IF I HAVE QUESTIONS?

If you have questions about how to request petty cash, please contact either the ASMC Director of Student Organizations at asmcstudentorgs@vcccd.edu or the ASMC Director of Budget & Finance at asmcfinance@vcccd.edu.

Questions about the Student Business Office hours or how to reconcile your funds are best directed to mcsbo@vcccd.edu.