Departments may request a petty cash fund to be used to reimburse small miscellaneous expenditures. The size of the petty cash fund will depend on the frequency and nature of the recurring petty expenditures as well as the size of the operating budget. To establish a petty cash fund, please contact the Walla Walla University Cashier at x2912.

**Items Eligible for Reimbursement:**
The petty cash fund is best used to reimburse third parties, for example COD orders. However, keep in mind that if a vendor makes regular sales which would be expected to exceed $600 during a 12-month period, the petty cash fund **should not be used for this type of vendor** because it will result in circumvention of required 1099 reporting.

The petty cash fund **may not be used to reimburse** Walla Walla University employees (faculty, staff, or students) for **their expenditures** or for other types of reimbursements such as **mileage, per diem, and honorariums**. Employees should use the Reimbursement Request form for reimbursements and a check request for honorariums.

Note: The reason why employees should not be reimbursed out of petty cash is that it maintains uniformity of reporting (including taxable vs. nontaxable items) and avoids potential duplicate reimbursements.

**Required Documentation:**
Original third-party receipts (including name and address of vendor), the signature of the person receiving the funds plus the authorizing signature and the proper account numbers should be provided.

**Replenish Petty Cash**
Please complete a Petty Cash Reconciliation Sheet (Cash on Hand plus receipts must equal your total Petty Cash Budget). Deliver to the Cashier’s office during normal business hours. You will be notified when the replacement cash is available for pickup.