

## Task: Process Petty Cash Reimbursement Requests

### Objective

At the end of this module, the participant will be able to process petty cash requests in accordance with established HCC Finance Policies and Procedures.

### Background Information

This section will provide participants with the knowledge, skills and abilities to process petty cash reimbursement requests. The participant will review current procedures regarding petty cash requests, identify key contacts, and be presented with the necessary forms to complete the task.

Houston Community College is a tax exempt organization. Therefore, no taxes will be reimbursed. When making a purchase for the college, use the tax exempt memorandum signed by COO/Deputy Chancellor Art Tyler. Obtain a copy of it from a secretary at your location. Show it to the sales clerk before he or she totals your purchase.

### Downloadable Document

*Navigation:*

From HCC home page at <http://www.hccs.edu>

> Faculty & Staff

> Financial & Budgetary Control (under Finance & Administration)

> Forms

- [Petty Cash Reimbursement](#) – Form & Reimbursement Criteria

### Process for Completing Task

Completely fill out the Petty Cash Reimbursement Form, *following the Reimbursement Criteria listed on the form.*

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|------------------------|-------------------------------|
| 1. Date:               | Date the request is initiated |
| 2. Amount:             | Total amount to be reimbursed |
| 3. Budget Information: |                               |
| a. Fund                | five-digit number             |
| b. Dept ID             | four-digit number             |
| c. Prog                | three-digit number            |
| d. Class               | three-digit number            |
| e. Acct                | five-digit number             |

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|---------------------|---|
| 4. Vendor           | Who sold the item?                                  |
| 5. Explanation      | Why was the item bought?                            |
| 6. Print/Purchaser  | Who purchased the item?                             |
| 7. Print/Sign       | Appropriate Dean/Budget Authority must sign form    |
| 8. Payment Received | Signed by the person who receives the reimbursement |
| 9. Date             | Date the reimbursement is received                  |

### ***Key Resource Persons***

#### **YOUR COLLEGE HEAD CASHIER**

Central College	Helen Ortiz	713-718-6222
Coleman College	Cesar Hernandez	713-718-7375
Northeast College	Bertha Lauve	713-718-8900
Northwest College	Alejandra Garcia-Nolasco	713-718-5419
Southeast College	Thu Cam Diep	713-718-7148
Southwest College	Lilia Jimenez	713-718-7690

#### **DISTRICT BURSAR'S OFFICE**

Head Cashier	Ludivina Espinoza	713-718-5011
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#### **DISTRICT PROCUREMENT OPERATIONS**

Accounts Payable Spvr.	Carol Tillman	713-718-5074
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