



Petty Cash/Convenience Checking

The BSC has a petty cash fund available for payments for minor business expenses. The custodian of this fund is Jan Furbush, room 119, Taylor Hall, 862-2035. Jan is normally in the office Tuesday-Friday. Please call ahead to make sure she is available.

Reimbursements are available for expenses under \$200 and in-state travel under \$100.

The following items may be reimbursed using the petty cash fund:

- Local retail purchases
- Meeting expenses
- Business Meals
- Local travel expenses (not overnight)
- Books
- Subscriptions
- Postage

The following items may NOT be reimbursed using the petty cash fund:

- Transactions over \$200. Splitting one transaction over \$200 into two or more parts is specifically not allowed.
- Personal loans
- Advances or IOU's
- Compensation for services rendered (including honoraria or other stipends)
- Overnight Travel
- Moving Expenses
- As a check cashing service

Petty cash expenditures are subject to all USNH and campus policies, procedures and practices relative to proper expenses, authorization, account and documentation. It is necessary for you to submit an original sales slip, cash receipt tape or other receipt.

You can also receive cash advances up to \$100 for travel or \$200 for miscellaneous business supplies. Any advance you receive must be cleared within 48 hours. Once again you are required to submit original receipts for any purchases made.

Convenience Checks

The BSC also has available a convenience checkbook for emergency reimbursements or purchases for amounts up to \$1,000. The custodian for the checkbook is Kim Johnson, Room 121 Taylor Hall, 862-1521. Kim is normally in the office Monday-Thursday. Please call ahead. Purchasing cards should be used whenever possible. In instances where a vendor does not accept a purchasing card please call Kim to see if a convenience check could be used. The same guidelines apply as the Petty Cash Fund (see above).