



Petty Cash Reimbursement from Operational Fund

- The Petty Cash must be requested and approved before you make the purchase
- You must provide the original receipt in order to be reimbursed

These are the steps for petty cash reimbursement:

1. Email CFO Laurie Berna at lberna@ccsnh.edu to request the Petty Cash
2. If approved, Laurie will reply to your email letting you know that the request is approved, and she will copy Mirjana Topic. You will be asked to set up a time with Mirjana Topic, to come to the Business Office to receive your petty cash
3. You will be required to bring your original receipt and you will be asked to complete the Petty Cash Reimbursement form.
4. If you are requesting Petty Cash for food for a meeting, you will be required to provide an agenda for the meeting and list of attendees.

**** Note****

You can also request a Petty Cash Advance if you need the cash before your purchase. The rest of the procedure is the same as above, just be aware of the following:

- You can pick up cash advance day of the purchase (or a day before)
- You need to bring original receipt along with any unused cash to the Business Office, day of the purchase (or the next day)