



ASSOCIATED STUDENTS INC  
SF STATE UNIVERSITY

## Cash Purchase Policy

### Policy 306

Approved: 08/16/2004

## Associated Students Cash Purchase Policy

### 1. Name

This document shall be called the Associated Students Cash Purchase Policy.

### 2. Purpose

This Cash Purchase policy is a set of guidelines for reimbursement when an individual makes authorized cash purchases.

### 3. Authority of Amendment

This policy may be amended by a majority vote of the A.S. Board of Directors (BOD).

### 4. Guidelines

In certain circumstances it may be prudent to use the cash purchase method. Cash purchases may be made if the Executive Director or the Associate Executive Director determines that the best interest of the program and the Associated Students are served. The staff member or authorized individual must submit a Cash Purchase Request Form to the Executive Director or the Associate Executive Director for approval prior to making the cash purchase. Individual purchases must not exceed \$50.00 (exclusive of sales tax) per purchase of service. The total for Cash Purchase Reimbursement can not exceed \$200.00 (inclusive of sales tax).

### 5. Limitations

Stringing – “Stringing” or making successive small purchases or payments to bypass this policy or other purchasing policy is not permitted whether with one or several vendors.

### 6. Reimbursement

Check to an individual – A check requisition form must be submitted with the original receipt to reimburse staff members or authorized individuals for purchases made using personal funds. If the check requisition is not accompanied with the original receipt, the A.S. Business Office will not process the reimbursement. Reimbursements are subject to the \$50.00 individual purchase limit unless specifically approved in advance by the Executive Director or the Associate Executive Director.

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### 7. Acceptable Receipts

The original receipt shall have the name and address of the vendor clearly imprinted on the receipt. Additionally, the original receipt should show clearly the description and price of the items purchased.

### 8. Non-Compliance

Cash purchases that exceed the \$50.00 individual purchase limit and/or circumvent the above guidelines are the sole responsibility of the individual and the individual will not be reimbursed.

Approved by A.S. Board of Directors on August 16, 2004