

## Did you know.....



Did you know that Revolving Cash Forms should only be used for:

- 'Unforeseen' emergency's situations affecting the safe operation or successful completion of district activities **and**
- to make cash purchases for no more than \$ 399 per day **and**
- original signed receipts need to be attached to the form.

Please see the policy & regulation 6004 for more information.

<http://www.lbcc.edu/Policies/documents/6004reg.pdf>

The three (3) part forms are available in Fiscal Services, T 2003

***A friendly reminder*** – The purchase of computer hardware and/or software/online licensing must be on a requisition/Purchase Order. No reimbursement will be processed for these items.

See Purchasing Manual guidelines.

[http://acit.lbcc.edu/dept\\_forms/Purchasing%20Manual%20REV%2011%20%20%201.2017.pdf](http://acit.lbcc.edu/dept_forms/Purchasing%20Manual%20REV%2011%20%20%201.2017.pdf)