

Online Petty Cash Instructions

These temporary instructions are due to NOCCCD personnel working remotely from their homes and a need to continue processing petty cash vouchers by use of email messages. Please follow the guidelines below:

1. Email Linda Baxter at District A/P (lbaxter@nocccd.edu) to receive a unique voucher number. Linda will e-mail the new petty cash voucher with the voucher number back to you. Record this number on all the documents related to your petty cash request (i.e. petty cash voucher and all receipts).
2. Fill in the newly designed Petty Cash Voucher and attach copies or photos of your receipts. Please type your home address in the body of the voucher due to the current circumstances. This allows us to double check the address. Mail original receipts when we return to campus for A/P to match to the payment.
3. Forward the completed Petty Cash Voucher and attached electronic versions of your receipts to your manager for approval. The subject line of the e-mail needs to read "Petty Cash; Last Name of the Employee; Voucher #".
4. The manager needs to forward this voucher with the attachments to the campus Budget Officer with their approval: Cypress College Alex Porter (aporter@cypresscollege.edu), Fullerton College Rod Garcia (rgarcia1@fullcoll.edu), NOCE Terry Cox (tcx@noce.edu), and District personnel Merina Nunez (mnunez@nocccd.edu).
5. The Budget Officers now need to forward all the documents to invoice@nocccd.edu with their approvals. Please ensure the subject line reads "Petty Cash; Last Name of the Employee; Voucher #"
6. Accounts Payable will print out the petty cash voucher, copies of the receipts, and approvals to process the request.
7. If you have any questions, you can email Linda Baxter (lbaxter@nocccd.edu) or Ivy Hwee (ihwee@nocccd.edu).

Thank you for your help in getting these reimbursements processed in a timely manner.