



<b>Policy Number:</b>	2.010
<b>Originating Office:</b>	Financial Affairs
<b>Responsible Executive:</b>	Vice President of Financial Affairs
<b>Date Issued:</b>	03/17/2011
<b>Date Last Revised:</b>	03/17/2011

# Permanent Incidental Funds

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## I. REASON FOR THIS POLICY

Describe the policy regarding obtaining reimbursement from the Permanent Incidental Fund (PIF) at the University of South Dakota (USD).

## II. STATEMENT OF POLICY

The purpose of the USD Permanent Incidental Fund (PIF) is to allow employees to be reimbursed for incidental expenses they have personally incurred on behalf of their department. It is to allow employees to receive small cash reimbursements rather than requesting reimbursement through the Banner direct pay process. All PIF transactions must be done in person.

Employees must follow the following when requesting funds from the PIF:

1. Reimbursements from the PIF are limited to supplies that are not available from on-campus sources.
  - a. Computer hardware and software purchases are never allowed.
  - b. Only supplies NOT available at Office Stores or other on-campus sources can be approved.
  - c. Do not include food, decorations, tableware or travel unless payment is from an agency fund.
2. The maximum reimbursement is \$50.00 for all items including postage. Items over \$50.00 must be submitted as a direct payment through Banner.

3. Employees must follow departmental policies before purchasing supplies or requesting reimbursement for such purchases.
4. All signatures referenced above are required prior to reimbursement.

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### III. DEFINITIONS

**PERMANENT INCIDENTAL FUND (PIF):** Petty Cash fund set up for employees in order to receive reimbursement for minor purchases on a timely basis.

**AGENCY FUNDS:** Agency fund numbers start with 27.Procedures

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### IV. PROCEDURES

In order for a USD employee to receive reimbursement through PIF, a completed PIF Reimbursement Form must be submitted to the Accounting Department with the following information:

- Banner Index Code, Index Name, and Account Code to be charged for the expense
- Department name and phone number
- Short description of the purchase
  - Can be no longer than 35 characters and contain only letters and numbers
  - Must start with the name of the store where the item(s) were purchased
  - Remaining characters should be used to identify the item(s) purchased or the reason for the purchase
- Reimbursement amount being requested
- Purchaser's signature
- Authorized department signature (generally the purchaser's supervisor or person responsible for the index used)

An original receipt must be also be submitted with the completed PIF form which should provide information on the item purchased and proof of payment by the individual requesting payment.

After the requestor has submitted the form to the Accounting Department and the request has been approved, the requestor will take the form to the Business Office to receive the cash reimbursement.

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### V. RELATED DOCUMENTS, FORMS AND TOOLS

Permanent Incidental Fund Reimbursement Form - <https://my.usd.edu/uPortal/p/financial-affairs>