

**Area:** Fiscal Systems

**Subject:** FS06 – Cash Buy-Out Requisition

**Reference:**

**Policy:** Cash Buy-Out Requisition

**Procedure:**

1. Employee completes Cash Buy-Out Requisition, attaches and initials appropriate receipt in date order, and submits to immediate supervisor for approval/initials.
  - a. The total may not exceed \$100.00.
  - b. All receipts must be taped, not stapled, to an 8 ½ X 11 sheet of paper.
2. Supervisor forwards form with attachments to Administrative Assistant II, who obtains an account number from Senior Data Technician and signature from appropriate manager.
3. Signed Cash Buy Out Requisition is given to Program Support Secretary who makes one copy and forwards original to the Business Office.
  - a. Copy is filed in Reimbursement authorization binder under appropriate staff person's name.

**NOTE:**

1. Employee needs to obtain prior verbal approval for cash buy-out purchases from immediate supervisor.
2. Original receipt(s) must be attached and sent to Business Office.
3. If food or drink will be served at a meeting, the Cash Buy-Out Requisition must be accompanied by an agenda and sign-in sheets.
4. If Cash Buy Out is for any Director II, it needs to be forwarded to CFS Division Administrator, for signature prior to submission the Business Office.

**Supervised by:** Director I and II

**Performed by:** Division Staff

**Forms needed:** Cash Buy Out Requisition

**Frequency:** On-going