

**Subject: Regulations for the management of the petty cash fund**

Considering the Statute of SISSA;  
Considering the SISSA Administration, Finance, and Accounting Regulations, and in particular Article 23 – Management of the Petty Cash Fund;  
Acknowledging the favorable opinion expressed by the Academic Senate in the meeting of 23<sup>th</sup> January 2024;  
Considering the approval of the Board of Directors dated 30<sup>th</sup> January 2024;

**HEREBY DECREES**

Article 1 – To issue the Regulations for the management of the petty cash fund, in the text attached to this decree, which constitutes an integral part thereof;

Article 2 – To establish that the Regulations for the management of the petty cash fund shall come into force on the date of this decree;

Article 3 – To ensure adequate publicity of this measure by publishing it on the Official Notice Board of the School and on the SISSA website on the page dedicated to Regulations.

THE DIRECTOR  
Prof. Andrea Romanino



## REGULATION FOR THE MANAGEMENT OF THE PETTY CASH FUND

1. This Regulation is drafted pursuant to Article 23 of SISSA Regulation for Administration, Finance and Accounting.
2. The petty cash fund is used exclusively to pay expenses of goods and services of no significant value and necessary to meet unforeseen needs and which must be carried out immediately in order to guarantee the regular functioning of the School's facilities. The maximum limit for each expense is 1,000.00 euros gross of tax charges. This limit may be exceeded with prior authorization from the Secretary General upon duly justified request.
3. The management of the petty cash fund is entrusted to the Fund Holder and, in cases of absence or temporary impediment, to the Deputy Fund Holder. These roles are assigned by provision of the Secretary General.
4. At the beginning of each fiscal year, usually in January, the Fund Holder receives a cash availability of 15,000.00 euros to meet the School's needs referred to in paragraph 2. This amount, set by the Board of Directors, can be replenished during the year upon reporting of expenses incurred.
5. The petty cash fund can be used, within the limits of Article 2, for duly documented expenses such as (by way of example):
  - a) Consumables, necessary for the needs of the offices, research (including laboratories), and teaching;
  - b) Expenses for organizing and managing events (e.g., conferences, representation, functioning of institutional Bodies);
  - c) Repairs and maintenance of tangible fixed assets, machines, and equipment;
  - d) Vehicle management expenses;
  - e) Taxes and fees that can be paid only by cash.
6. Requests to use the fund must be submitted to the Fund Holder before purchasing goods/services and only after verifying, through the relevant offices, the unavailability of such goods/services within the School and the impossibility of proceeding through ordinary purchasing channels.



7. Each expense incurred with the petty cash fund must be specifically authorized by the Heads of Responsibility Centers, as per Article 4 of SISSA Administration, Finance and Accounting Regulations, and by the holders of funds deriving from contracts, agreements, and research contributions.
8. The Head of the Responsibility Centers and the Owner of the funds that authorize the expenses are responsible for:
- a) The legitimacy of the expenditure and its relevance/compatibility with the institutional purposes of the School;
  - b) The availability of financial coverage within their budget;
  - c) The Compliance of the expenditure incurred with the typologies of expenses allowed by this regulation;
  - d) The Compliance with the proper documentation.
9. The Fund Holder must verify that:
- a) the necessary authorization for the use of the cash fund exists;
  - b) The proper documentation required by this Regulation is respected;
  - c) The expenses comply with Article 2.
10. The method of certifying the expenses, for the reimbursement, must be done with a fiscal receipt or invoice: fiscal receipt or invoice must be in the name of the requester.
11. The Fund Holder must keep all entries updated in the accounting system, where all incoming and outgoing transactions are recorded chronologically with evidence of the related movements.
12. The Fund Holder must ensure the correct allocation of costs for each fiscal year, in compliance with economic competence, by authorizing expenses following the opening of the economic fund for each fiscal year up to the closing date.
13. Unpostponable expenses which, for reasons of urgency, are incurred before the opening of the fund or after its closure (generally the months of January and December), carried out in compliance with this regulation, may be reimbursed only in the presence of a declaration issued by the person supporting the expense from which the reasons for necessity and urgency are evident and subject to authorization by the Secretary General. The expenses made following the petty cash fund closure will be recorded in the following fiscal year, after the opening of the fund.

14. During the fiscal year, if the petty cash fund should no longer have sufficient availability to guarantee its normal functioning, the Owner will proceed with the necessary replenishment after reporting the expenses incurred in the period of competence, accompanied by the relevant supporting documents.
15. In the same manner, in the month of December, the Fund Holder closes the fund and deposit the entire amount into the School's treasury account.
16. The Fund Holder, in his capacity as accounting agent, pursuant to Legislative Decree no. 267 of 18 August 2000 and subsequent amendments, has to submit the judicial account as per legal deadlines.
17. The petty cash fund is subject to accounting control by the Board of Auditors.
18. The Fund Holder keeps the institutional credit card, noting in a special register the names of the users who request its use with the prior authorization of the Secretary General and keeps any bank checks in the name of the School.
19. For the methods of using the institutional credit card, please refer to the specific regulation.
20. For all matters not expressly covered, reference is made to current legislation.

