

## Emily Day

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**From:** Christopher Renbarger  
**Sent:** Thursday, January 6, 2022 1:51 PM  
**To:** Laura Galvan; David El Fattal; Emily Day; Terry Cobos; James Zavas; Dan Watkins; Catherine Bojorquez; Jennifer Clark  
**Subject:** RE: 2022.01.06 DOC agenda & handouts

If there is time, I will bring up Petty Cash as an off agenda item. I would like to eliminate it, or determine when it makes sense versus Chrome River reimbursement.

Chris

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**From:** Laura Galvan <lgalvan@vcccd.edu>  
**Sent:** Thursday, January 6, 2022 11:19 AM  
**To:** David El Fattal <delfattal@vcccd.edu>; Emily Day <eday@vcccd.edu>; Terry Cobos <TCobos@vcccd.edu>; James Zavas <jzavas@vcccd.edu>; Dan Watkins <dwatkins@vcccd.edu>; Catherine Bojorquez <cbojorquez@vcccd.edu>; Jennifer Clark <jclark@vcccd.edu>; Christopher Renbarger <crenbarger@vcccd.edu>  
**Subject:** 2022.01.06 DOC agenda & handouts

Good morning!

Attached please find the agenda and one handout for today's DOC Meeting. Please let us know if you have questions or comments.

Thank you,

*Laura Galvan* | EXECUTIVE ASSISTANT  
BUSINESS AND ADMINISTRATIVE SERVICES  
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
761 EAST DAILY DRIVE, SUITE 200, CAMARILLO, CA 93010  
PHONE | 805.652.5537 | FAX | 805.652.7700

Think green!



Please consider the environment before printing this e-mail. Thank you.

## Emily Day

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**From:** Jennifer Clark  
**Sent:** Thursday, January 13, 2022 2:56 PM  
**To:** Emily Day  
**Cc:** Christopher Renbarger; Catherine Bojorquez  
**Subject:** RE: Petty Cash

Just an update, I'm having conversations on my campus about reducing the number of petty cash funds, increasing the use of CR in lieu of petty cash, etc.

Thank you, Emily, for sending the info below. It's super helpful to know exactly what's out there and how much is designated in each.

Thanks!

**Jennifer J. Clark, MBA, Ed.D.**

VP, Business Services

[Moorpark College](#)

805.553.4015 | [jclark@vcccd.edu](mailto:jclark@vcccd.edu)

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**From:** Emily Day <eday@vcccd.edu>  
**Sent:** Wednesday, January 12, 2022 5:06 PM  
**To:** Christopher Renbarger <crenbarger@vcccd.edu>; Catherine Bojorquez <cbojorquez@vcccd.edu>; Jennifer Clark <jclark@vcccd.edu>  
**Subject:** RE: Petty Cash

Hello,

Here are all the petty cash and change funds at your colleges as of December 2021.

### Moorpark College

ACCT NAME/LOCATION	PETTY CASH OR CHANGE FUND	AMOUNT	G/L ACCT #
Lindy Chau Student Business	Change Fund	\$ 4,000.00	111-913102
Michlyn Hines EATM	Change Fund	\$ 500.00	111-913103
Alisa Behar-ALISBEH EATM	Petty Cash	\$ 800.00	111-913208
Lindy Chau Business Office/Aux Svcs	Petty Cash	\$ 5,000.00	111-913210
Johanna Pimentel Child Dev Ctr	Petty Cash	\$ 400.00	111-913214
Katharine Boyd Walsh - KATBOY M&O x1454	Petty Cash	\$ 200.00	111-913209

Lindy Chau Vending Change machine	Change Fund	\$ 2,000.00	521-913109
Leanne Colvin Moorpark College Athletics	Change Fund	\$ 3,500.00	111-913101
Lindy Chau Bus Office/Stdnt Emergency Fnd	Petty Cash	\$ 5,000.00	791-913218

### Oxnard College

ACCT NAME/LOCATION	PETTY CASH OR CHANGE FUND	AMOUNT	G/L ACCT #
Cynthia Gullekson Business Office	Change Fund	\$ 2,000.00	111-913112
Brenda Griego College/Fiscal Services	Petty Cash	\$ 1,000.00	111-913235
Cynthia Gullekson Vending Change machine	Change Fund	\$3,000.00	522-913119
Cynthia Gullekson Cafeteria/ CRM	Change Fund	\$1,000.00	322-913115

### Ventura College

ACCT NAME/LOCATION	PETTY CASH OR CHANGE FUND	AMOUNT	G/L ACCT #
Lisa Smith Business Office	Change Fund	\$ 5,000.00	111-913121
Lisa Smith SBO	Petty Cash	\$ 2,000.00	111-913263
Lisa Smith Vending Change machine Cafe	Change Fund	\$ 3,000.00	523-913129
Lisa Smith Vending Change machine MCW	Change Fund	\$ 3,000.00	523-913127

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**From:** Christopher Renbarger <[crenbarger@vcccd.edu](mailto:crenbarger@vcccd.edu)>

**Sent:** Wednesday, January 12, 2022 4:48 PM

**To:** Catherine Bojorquez <[cbojorquez@vcccd.edu](mailto:cbojorquez@vcccd.edu)>; Emily Day <[eday@vcccd.edu](mailto:eday@vcccd.edu)>; Jennifer Clark <[jclark@vcccd.edu](mailto:jclark@vcccd.edu)>

**Subject:** RE: Petty Cash

Agreed. Chris

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**From:** Catherine Bojorquez <[cbojorquez@vcccd.edu](mailto:cbojorquez@vcccd.edu)>

**Sent:** Wednesday, January 12, 2022 4:45 PM

**To:** Emily Day <[eday@vcccd.edu](mailto:eday@vcccd.edu)>; Christopher Renbarger <[crenbarger@vcccd.edu](mailto:crenbarger@vcccd.edu)>; Jennifer Clark <[jclark@vcccd.edu](mailto:jclark@vcccd.edu)>

**Subject:** Petty Cash

Hi,

Just following up on our conversation last week on eliminating petty cash. I spoke with Lisa Smith about our current VC practices and potential changes. Since we have started with Chrome River, we are not using petty cash for reimbursements. Everyone is directed to Chrome River. We haven't gotten any complaints and it actually has made it easier since people aren't always on site to submit their receipts and pick up the cash. We are fine with eliminating petty cash or leaving it alone. If we keep it, we would like the amount allowed to be reimbursed reduced to \$50. We will use petty cash as a last resort and ask people to continue to submit reimbursements through Chrome River.

Thanks,  
Cathy