

## **PETTY CASH**

Petty cash funds may be established as needed to expedite the purchase of minor items and/or provide immediate payment for minor services. Such funds shall be authorized by the Chief Financial Officer, assigned a custodian, and recorded in accounting records. Petty cash funds shall not exceed amount assigned by Chief Financial Officer. Expenditures against these funds shall be itemized, documented with receipts, and charged to the applicable budget code as petty cash funds are replenished. After a budget item is exhausted, no expenditures against the item may be made from petty cash.

Adopted: 04/14/87

Revised: 04/10/12