

Book	Policy Manual
Section	(G) FINANCES
Title	Policy G118 - Petty Cash Account
Code	G118
Status	Active
Adopted	March 10, 1982
Last Revised	September 11, 2013
Last Reviewed	September 11, 2013

Policy Number: G118
Title: Petty Cash Account
Section: Finances

I. Purpose

Petty cash funds may be used for designated purposes, provided that such funds are subject to adequate controls and safeguards.

II. Authority

The Joint Committee authorizes the establishment of a petty cash fund in the amount of \$200.00 under the control of the Business Manager to facilitate minor purchases and refunds.

III. Delegation of Responsibility

The Business Manager shall ensure that petty cash funds are spent only for designated purposes.

Adopted: 3/10/82
Revised: 9/11/13

See also:
DP G118 - Petty Cash Account