SECTION 5—PETTY CASH ACCOUNT

A. The Board of Trustees has established by resolution an Impressed Petty Cash Fund for use by the Cashier’s Department. The Controller and Director of Finance will determine, upon the recommendation of the Cashier’s Office Manager, the level at which the fund will be maintained.

B. The Vice President and Chief Financial Officer may establish other necessary petty cash accounts on campus. When established, such accounts must be maintained under control procedures established by the Cashier’s Office Manager.

C. The Impressed Petty Cash Account will be used only for the following purposes:
   1. Emergency items ($300.00 or less) as approved by the Cashier's Office Manager.
   2. Cash reimbursement to employees when invoice is provided and amount is less than $100.00.
   3. Other purposes as deemed necessary by the Vice President and Chief Financial Officer or the Controller and Director of Finance.

D. Disbursements from the Petty Cash Fund will be made in cash upon presentation of an approved disbursement request.

E. Reimbursement to the Petty Cash Account will be made as needed. The Cashier’s Office Manager will prepare a reimbursement form and it must be approved by the Vice President and Chief Financial Officer or the Controller and Director of Finance. At the time of reimbursement, the request will be charged to the appropriate accounts in the appropriate fund.

Revised—Cabinet
July 25, 1983
October 3, 1988
Retyped—Title Change
December 11, 1995
Revised—Cabinet
July 29, 1996
May 20, 2003
Retyped—Title Changes
April 14, 2005
Revised—VP and CFO
August 1, 2019