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- Required
- Local
- Notice

PETTY CASH/PETTY CASH ACCOUNTS

~~Petty cash funds may be established for the purchase of materials, supplies or~~

PETTY CASH ACCOUNTS REGULATION

The bursar for each petty cash fund will be responsible for the following method of record keeping:

1. deposits to petty cash accounts will be made in amounts which shall not exceed payments made in cash from the fund;
2. payments made from the funds will be indicated by receipts, receipted bills or other evidence of payments in form available for audit;
3. each payment will be properly budget coded prior to the disbursement of funds and acknowledged by the signature of the individual receiving payment;

4. a request to replenish the petty cash fund will be accompanied by a summary