

PETTY CASH

A petty cash account saves time and money for both the Fiscal Office and the Program Office by eliminating the normal purchase order and check writing procedures for the many small purchases that often occur in the day to day operation of an office. However, the use of these funds must be accounted for in the same way as for any other expenditure. Each individual purchase must be coded to the proper budget line item; each individual purchase must be supported by a store receipt or equivalent. The petty cash account must be "balanced" periodically to ensure the proper handling of these funds.

Petty Cash funds cannot be used for any "purchase" which requires another form of approval or record keeping, i.e.:

Printing
Temporary Employee
Contracted Service
Advertising
Bid Requirements

Petty Cash purchases are limited to \$50 for any single item.

Petty Cash accounts are not generally allowed for grant programs.

Policy Adopted: March 8, 1990
LEARN