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Policy: Petty Cash Policy  
Policy No: 3.22  
Approved: March 2006

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### **PETTY CASH POLICY**

The College may permit certain departments to establish a petty cash fund for small or emergency purposes to avoid the inconvenience of processing checks through the College's purchasing procedures. This fund should not be used to circumvent the College's purchasing procedures.

#### **Establishment of a Petty Cash Fund**

A letter to establish a petty cash fund for the department must be forwarded to the Assistant Controller. The letter should identify the custodian and supervisor, the purpose of the fund, amount of request, security procedures to safeguard the petty cash fund and specific location of the fund. The approval or disapproval of this fund will be made within 14 days.

#### **Custodian and Control of Petty Cash Fund**

The Custodian must ensure that the petty cash fund is secure at all times. The funds and receipts are not to be co-mingled with any other personal funds. The funds should be verified and reconciled (at least monthly, depending on volume) and will be subject to unannounced audit by internal staff and external auditors. Please use a petty cash reconciliation form for this. The Controller must be notified of any change in the petty cash custodian.