

**Petty Cash**

Petty Cash funds may be used to purchase supplies, postage, instructional materials, and similar items, up to \$500 to any single vendor or reimbursement to any employee.

The Petty cash procedure OP 3360 (located in Appendix B) explains which departments/programs are allowed to have Petty Cash funds. OP 3360 gives guidelines for establishing and administering Petty cash funds.

Topics covered in OP3360 are:

- Authorized uses of Petty Cash.
- Establishment of Petty cash Funds.
- Issuance of Cash
- Establishment of Petty Cash Bank Account.
- Disbursement of Funds (Petty Cash Custodian).
- Reconciliation and Reimbursement of Petty Cash Funds.
- Approval of Reimbursement Request (Division Administrator).
- Approval of Reimbursement Request (Business Services).
- Reconciliation of Petty Cash Bank Account (Petty Cash Custodian).
- Review of Reconciliation.
- Retention of Records.
- Internal Audit.
- Revocation of Authority.