

PETTY CASH FUNDS

POLICY STATEMENT

- A. Petty cash funds established at each of the buildings will have the following use restrictions:
1. Will not be used for cashing personal checks;
 2. Will be used for payments or purchases of an emergency or immediate nature only; and,
 3. Expenditures from these funds will not exceed \$25.00 each.

LEGAL REFERENCE:

CROSS-REFERENCE: