

PETTY CASH FUNDS

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.

ADOPTION DATE: May 8, 2000

REVISION DATE(S): March 10, 2008

REVIEW DATE(S):

CROSS-REFERENCE:

LEGAL REFERENCE: