



## **Petty Cash**

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Petty cash will be given \$350 to be kept in the safe. Individuals receive petty cash for purchases not more than \$30. When cash is used a record must be entered in the appropriate petty cash register. Receipts for all purchases are kept with the petty cash.

When cash is low the Financial Coordinator will submit a check request form signed by Assistant Director Administration and Finance with a print out of the tracking register and all receipts attached. A check will be cut in the amount to bring petty cash back to \$350. Regardless of use, petty cash balances will be reconciled minimally monthly.