

ADMINISTRATIVE PROCEDURE No. AP5106

Petty Cash Fund

Date Adopted: May 1996

Date Revised:

Date Reviewed: 22-24 March 2014, 17 June 2022

References:

1. Concerned Division Heads requests for the establishment of the Fund, addressed to the President through the Finance Committee. The request shall contain the justification for the need to establish the Fund.
2. The Finance Committee shall evaluate the request and give its recommendation to the President. The Recommendation shall include the following information:
 - a. Amount to be established
 - b. M a x i m u m Amount per transaction
 - c. Allowable expenses that could be defrayed from the Fund
3. President evaluates recommendation and transmits the same to the Board of Regents for final approval.

See Board Policy 5106