

Policy No. 406

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Area: Finance

Adopted: September 18, 1998

Revisions Approved:

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SUBJECT: PETTY CASH FUND
CASH MANAGEMENT CASHIER'S CAGE

The purpose of this policy is to establish a formal policy to be followed in the operation of the University's Petty Cash Funds. This policy applies to the petty cash fund that is being maintained at the Cash Management Cashier's Cage. Change fund required by the Maintenance Department is not addressed in this policy. Compliance is mandatory and any deviation will be reported to the Controller.

PROCEDURE

Petty Cash Fund—Cash Management Cashier's Cage 406.1