POLICY NO. 4.14

TITLE: PETTY CASH AND CHANGE FUNDS

LEGAL AUTHORITY: FLORIDA STATUTE 1010.02

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ADMINISTRATIVE SERVICES

The president may designate the chief financial officer to establish change funds not to exceed two thousand five hundred dollars ($2,500) at each campus or one thousand dollars ($1,000) at each South Florida State College center.

The president may designate the chief financial officer to establish petty cash funds as deemed necessary for the orderly and efficient operation of the college and with appropriate internal controls.

A check for fifty dollars ($50.00) or less drawn by the employee on which he/she is the named payee or maker, may be cashed by the college.

HISTORY: Last Reviewed 6/27/12

Issued by District Board of Trustees: 8/10/84
Reviewed: 7/1/04, 7/1/07, 7/22/09, 6/27/12
Revised: 1/28/01