

WGTC 3.4

Petty Cash

The College shall maintain a petty cash fund on each campus for the purpose of reimbursing employees for expenses of \$100.00 or less. Petty Cash shall not be used for food, travel, or sales tax reimbursement; nor may any employee use petty cash funds for any personal purpose. The Vice President for Finance or the President can authorize petty cash reimbursement not to exceed \$200.

The College shall establish appropriate mechanisms for the proper use of petty cash funds and shall be responsible for the repayment of any unauthorized or inappropriate use.

All Petty Cash funds shall be audited on a minimum of a quarterly basis by the Business Office to ensure compliance with this policy. Audits should be completed randomly and unannounced.

Reference: State Board Policy 3.1.10.
<https://tcsg.atlassian.net/wiki/spaces/policymanual/overview>

Policy Source: West Georgia Technical College	Policy Manager: Vice President, Finance	Effective: 3/2009
Division: Administrative Services	Reviewed: 9/2021 Revised: 9/2021	