

# **POLICY: 3.1.10.** (II.A.2.g.ii) **Petty Cash Funds**

**Revised:** April 6, 2006; June 4, 2001

**Last Reviewed:** April 6, 2006

**Adopted:** July 1, 1986



## **POLICY:**

The technical colleges may use petty cash accounts for purchases under \$500. Petty cash funds shall not be used for travel reimbursement or payment for personal services, nor may an employee use petty cash funds for any personal purpose.

The technical colleges 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.

## **RELATED AUTHORITY:**

O.C.G.A. § 20-4-11 – Powers of the Board

O.C.G.A. § 20-4-14 – TCSG Powers and Duties