

POLICY: 3.1.10

Petty Cash Funds

Revised: April 6, 2006

Last Reviewed: May 15, 2025

Adopted: July 1, 1986



POLICY:

The Technical Colleges may use petty cash accounts for purchases under \$500. However, 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 properly using petty cash funds and shall be responsible for repaying unauthorized or inappropriate use.

RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of Board

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