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- Required
- Local
- Notice

### PETTY CASH/PETTY CASH ACCOUNTS

~~Petty cash funds may be established for the purchase of materials, supplies or~~

**PETTY CASH ACCOUNTS REGULATION**

The bursar for each petty cash fund will be responsible for the following method of record keeping:

1. deposits to petty cash accounts will be made in amounts which shall not exceed payments made in cash from the fund;
2. payments made from the funds will be indicated by receipts, receipted bills or other evidence of payments in form available for audit.

3. each payment will be properly budget coded prior to the disbursement of funds and acknowledged by the signature of the individual receiving payment.

4. a request to replenish the petty cash fund will be accompanied by a summary