



# Santa Fe College Rules Manual

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Title: **Petty Cash**

**Rule 5.5**

General Authority: FS 1001.64, 1010.02

Law Implemented: 6A-14.075, FAC

Effective Date: July 1, 1998

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Purpose: To establish a petty cash fund.

Petty cash in an amount not to exceed \$2,500 and change funds required for the orderly operation of College facilities may be maintained by the College.

The Vice President for Administrative Affairs and CFO shall designate an employee of the College to be custodian of these cash funds and require that they be maintained on the imprest system.

A system for accounting for the petty cash fund and change funds shall be established to provide for adequate internal controls and these funds shall not be used to circumvent the requirements of policies and procedures governing the expenditure of College funds.

#### Rule History

June 1998 (410.254)

November 1982 (410.100)

June 1969 (410.10)