

GCCC Policy Add Template

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Policy Title: Petty Cash Account

Policy Statement: As authorized by K.S.A. 72-201 (1978 H.B. 3150§1), the Board of Trustees approves the establishment of a Petty Cash Fund in an amount not to exceed one thousand dollars (\$1,000). Said fund is to facilitate the reimbursement of purchases not in excess of \$50 each. No advances shall be made from the Petty Cash Fund.

Procedures: The fund shall be kept separate from all other funds and be used only for authorized expenditures, and itemized receipts shall be submitted and on file for each expenditure. No part of such fund may be loaned or advanced against the salary of an employee. All employees entrusted with such funds under this policy shall be bonded by the College.

Contacts: Chief Financial Officer

Approved Date: 7/1/2015

Policy History: [Click here to enter text.](#)

Keywords: petty cash, cash, cashier, fund

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