



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 3002 PETTY CASH

The petty cash fund will be maintained in a designated agency special account by the State Treasurer or in a local bank. Payments from this account will be made upon checks prepared by the institution and cleared through the State Treasurer or the local bank. Guidelines for the use of petty cash are as follows:

1. Petty cash expenditures are limited to \$300.
2. Expenditures will not be made for personal services, travel reimbursements, professional services, or postage except for small amount of postage due.
3. The petty cash fund will be replenished for disbursements made no less often than bi-weekly.
4. The petty cash fund shall be controlled as a single fund and reconciled on a monthly basis.
5. The petty cash fund cannot be used to reimburse employees for miscellaneous emergency purchases (see College Procedure No. 3025 for reimbursement provisions) or to cash personal checks or to make loans or advances to employees or other individuals.

Effective Date: 12-07-98