



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

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| Title: PETTY CASH & CHANGE FUNDS | Number: 5.11 | Page: 1 of 1 |
| Legal Authority: Florida Statutes 1001.64, 1010.02 | See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Board Adoption/Revision Approval Dates: 9/3/80, 11/19/86, 6/10/87, 10/19/88, 10/22/02 | |

The President or the President’s designee is authorized to establish petty cash funds (as determined by the President or the President’s designee to be necessary for efficient operations) for each campus, site or center, up to the maximum amount allowed by the Florida Board of Education Rules. Fund expenditures and reimbursement procedures shall be established in the Administrative Procedures Manual.

The President or the President’s designee is authorized to establish change funds in amounts necessary to execute daily cash transactions. Adequate internal controls and procedures for cash transactions shall be established under the direction of the President or the President’s designee.