

3357:13-17-31 Petty Cash (NC State College)

(A) For small and emergency purchases, a petty cash fund has been established and administered by the Business Office. Reimbursements are limited to a maximum of twenty dollars (\$20) per transaction. Petty cash receipts will not be processed for office and instructional supplies without prior approval from the Business Office.

(B) Procedure:

- (1) Prior authorization must be obtained from the Cost Center Supervisor.
- (2) Present to the Business Office a sales slip that has been marked "Paid" by the vendor and has the signed approval of the Cost Center Supervisor. List account number to be charged.
- (3) Sign the petty cash voucher for reimbursement.
- (4) Cost will be charged back to the department.

Effective: October 24, 2005

Expires: October 1, 2005

Review Dates: 10/24/05