

**SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES POLICIES**

POLICY NO. 4.14

TITLE: PETTY CASH AND CHANGE FUNDS

LEGAL AUTHORITY: FLORIDA STATUTE 1010.02

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR
ADMINISTRATIVE SERVICES

The president may designate the chief financial officer to establish change funds at South Florida State College, not to exceed \$2,500 at each campus or \$1,000 at each center.

The president may designate the chief financial officer to establish petty cash funds as deemed necessary for the orderly and efficient operation of the College and with appropriate internal controls.

A check for \$50 or less drawn by the employee on which he/she is the named payee or maker, may be cashed by the College.

HISTORY: Last Reviewed 10/22/19

Issued by District Board of Trustees: 8/10/84

Reviewed: 7/1/04, 7/1/07, 7/22/09, 6/27/12, 10/22/19

Revised: 1/28/01