Definite funds established for small purchases, controlled and accounted for as imprest funds, the total composition of which must always equal the amount of the fund. The composition of a Petty Cash Fund usually includes cash, petty cash vouchers representing disbursements from the funds, and checks. Included also in this account would be the various change funds on campus: e.g., Bookstore, Dining Hall, Vending Machines, Change Machines, etc.

ÂIJqq!‖9ċłő‖9ƨłqŸĬŕċŰł‖ċIIJ‖IIJhυƨŕIIJĬ‖qŸ‖ċĬőIJIIJ‖qŸ‖qőIJ‖hŸüüŸƽŕŰŊa

1.]IJŰIJIJIċũ‖ ĦĦŸƨŰq‖ůċŰċŊIJůIJŰq
    a. Document and maintain individual ĠIJqq!‖Ħċłő account ĠŸüŕĦ!‖ċŰĬ‖ĠIŸĦIJĬƨIIJ.
    b. EŰłƨIIJ‖qőċq‖ċüü‖qIċŰłċĦqŕŸŰł‖ċIIJ‖ċĦĦIJĠqċÎüIJ‖ƨłIJł◊
    c. DŸĦƨůIJŰq‖ċŰ!‖Ħőċ‖ŊIJ‖ŕŰ‖ĠIŕůċI!‖ĦƨłqŸĬŕċŰ‖ċł łŕŊŰůIJŰq Î! nŸqŕn!ŕŰŊ‖qőIJ‖7ƨIłċI and vIJIŕn!ŕŰŊ and documentŕŰŊ qőIJ‖ĠIJqq!‖Ħċłő‖hƨŰĬł‖ŕŰ‖őċŰĬ‖ċq‖qőIJ‖qŕůIJ‖Ÿn‖qIċŰłŕqŕŸŰ◊
    d. uIJIJĠ‖ŕŰ‖a łIJĦƨIIJ‖ũŸĦċqŕŸŰ‖ƽŕqő‖ċĦĦIJłł‖ũŕůŕqIJĬ‖qŸ‖ŸŰũ!‖Ű‖IJĦIJłł‖ċI!‖IJůGüŸ!IJIJł‖ы‖IJĦŸůůIJŰĬ‖ŰŸ‖ůŸIIJ‖qőċŰ‖Ξ‖ĠIJIłŸŰł‖Ÿqő‖IJI‖qőċŰ‖qő‖IJ‖GIŕůċI!‖ĦƨłqŸĬŕċŰь◊