

## **6Hx19-5.20 PETTY CASH FUND/CHANGE FUND/STAMP FUND**

The purpose of this Board Rule is to establish Board policy relating to the creation and maintenance of a petty cash funds, change funds, and stamp funds.

A separate Petty Cash Fund for each campus or center is authorized and will be maintained on an imprest basis at each of the College Stores. Change/stamp funds may also be established with demonstrated need. The custodians and the dollar amount of all petty cash/change/stamp funds shall be approved by the President or designee(s). Procedures shall be established to ensure proper control and accounting for such funds in accordance with Rules of the District Board of Trustees, and Florida Statutes.

Rule Adopted: 3/30/72; 8/25/75; 11/19/79; 10/21/85; 3/20/89; 11/18/97; +10/17/00; 11/21/00; 2/17/03; ■03/09/09; 04/17/11; ■10/15/12

Effective Date: 3/30/72; 10/7/75; 11/19/79; 10/21//85; 3/20/89; 11/18/97; +10/17/00; 11/21/00; 2/17/03; ■03/09/09; 04/17/11; ■10/15/12

Legal Authority:

General Authority: FS 1001.64; 1001.65

Other References:

Law Implemented: FS 1001.64(1)(2)(4)(5)(44);1001.65(1)(6)(24)

Proposer: Timothy L. Beard, President

\*Emergency Approval

■ President's Cabinet Approval - Non-Substantive/Editorial Only

Administrative Reviewed – no changes recommended: 4/30/18