

## **3.1.10.a.p** (formerly II.A.2.g.ii.) **Central Georgia Technical College Petty Cash Funds**



The Business Office maintains a petty cash fund for emergency purchases of not more than \$25. Prior approval for the purchase must be obtained from the immediate supervisor.

To use petty cash funds, obtain a petty cash voucher form and a sales tax exempt form from the Business Office and complete the top half of the form, including a signature from your supervisor.

After you purchase the items costing less than \$25, obtain a receipt from the purchase. The receipt must have the vendor's name and dollar amount spent. Attach the receipt to the back of a petty cash voucher and submit the paperwork to the Business Office for immediate reimbursement of funds.

### **Reference:**

TCSG State Board Policy 3.1.10

### **RELATED AUTHORITY:**

O.C.G.A. § 20-4-11 – Powers of the Board

O.C.G.A. § 20-4-14 – TCSG Powers and Duties