

NORTHWEST FLORIDA STATE COLLEGE  
**Policy Number 6Hx17-4.13**

TITLE	PETTY CASH FUND
REFERENCE	
HISTORY	Local Language Revised November, 2004

**Local Language**

Petty cash funds not to exceed the amounts approved by the Florida State Board of Education Administrative Rules shall be established and maintained on an imprest basis. Funds in this account shall be used expressly for miscellaneous expenditures in support of the educational program of the College, to a maximum limit per purchase authorized by the President.

The President of the College shall annually designate the custodian of the petty cash fund and appropriate alternates who shall be accountable for these funds in accordance with an internal control system developed by an appointed designee and approved by the President.