



Northwest Florida State College

TITLE: PETTY CASH FUND

AUTHORITY: 216.271 F.S.

SEE ALSO: [Click here to enter text.](#)

DATE ADOPTED: [Click here to enter a date.](#)

NUMBER OF PAGES: 1

REVISIONS: 11/88; 11/04; May, 2013

SIGNATURE OF BOARD SECRETARY:

PURPOSE OF POLICY

To authorize designated Petty Cash fund Custodians and maximum daily payment amounts.

LOCAL LANGUAGE

In accordance with section [216.271 F.S.](#) the Niceville and Ft. Walton Beach College Business Offices will maintain petty cash funds not to exceed funds necessary to provide services and change funds for events and minor expenditures to support college education programs and departments.

The petty cash fund custodians shall be the Business Office Managers and/or their designees at each NWFSC Campus and sites.

The petty cash fund is an impressed fund and will be maintained with an accounting of receipts and cash on hand equal to the beginning balance each fiscal year. Receipts will be reconciled with the finance office for proper accounting to college department budgets. Payments from the petty cash fund shall not exceed \$75 per day to any employee and must be approved and authorized by the employee's supervisor and budget manager.

The petty cash custodian may cash employee's personal checks not to exceed \$75 per day. Exceptions over this amount require the President for his/her designee approval.