

District Board of Trustees Policy (BOT)



Policy Title: Petty Cash And Change

Policy Number: Funds 6Hx6:4.05

Specific Authority:

Florida Statute 1001.64(4)(b); 1001.65(6)
Florida Administrative Code

Policy Approved: 4/23/92; 11/25/97; 10/23/01; 11/26/02; 08/23/05

Policy:

1. The Campus President may authorize the establishment of petty cash funds at all campuses. Such funds are to be maintained subject to applicable laws and rules.
2. The District President or designee shall designate a custodian of the petty cash fund for each Campus.
3. These funds shall not exceed:

Lee County Campus	\$1,000
Charlotte County Campus	\$ 500
Collier County Campus	\$ 500
Hendry/Glades site	\$ 175