



Petty Cash

Policy

A float of \$200.00 will be available for petty cash. Receipts or vouchers must be used for payments from petty cash. The CEO will designate one administration staff member to manage the petty cash. The person appointed to supervise petty cash payments will be responsible for any discrepancies.

Last Reviewed:	6 November 2014
Last Revised:	1 December 2011