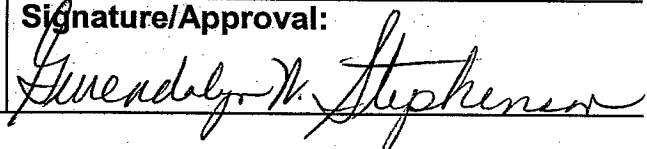


## ADMINISTRATIVE RULES

<b>Title: Petty Cash Funds</b>	<b>Identification:</b> 6HX-10-6.00
	<b>Page:</b> 1 of 1
	<b>Effective Date:</b> August 18, 2004
<b>Authority:</b> SBE 6A-14.061 FS 1001.64; 1001.65	<b>Signature/Approval:</b> 

### PURPOSE

This rule establishes College policy for petty cash funds.

### RULE

The Board of Trustees of Hillsborough Community College may establish petty cash funds for an amount that will not exceed three thousand dollars (\$3,000.00) at each campus and one thousand dollars (\$1,000.00) at each site or center. The petty cash fund will be maintained on the imprest reimbursement system.

The President will designate the Office of the Vice President for Administration/CFO as the custodian of petty cash funds who will maintain an internal control system for the funds.

The President will establish an administrative procedure outlining the guidelines for the College's petty cash funds.