ROLLINS COLLEGE

PETTY CASH AND CHANGE FUND ASSIGNMENT

DESIGNATE ONE: ☐ Temporary Fund ☐ Permanent Fund

To be returned by: _____ Date

DESIGNATE TRANSACTION:

☐ Original Issue
☐ Change in Custodian
☐ Increase

Current Balance _____
Amount this Change _____
New Balance $0.00

The following must be adhered to when utilizing petty cash for purchases:

1. Every transaction must be accounted for by a paid receipt describing the goods or service bought and the account to be charged.
2. Sales tax may not be paid. **Our tax exemption number is 07-00001-20-58.**
3. Salary, part-time employment, or travel disbursements under the Rollins College policy may not be disbursed from petty cash funds. Payments for meals or other personal care are included in this injunction.
4. Personal checks or IOU's may not be put into the fund, and if found there may result in revocation of this privilege.
5. Petty Cash Funds are made available to facilitate payment for small or emergency purchases and should not be used to avoid the ordinary requisitioning of goods and services.
6. Purchases shall be limited to a maximum of $25.00 per item unless otherwise authorized in writing by the Purchasing Department.
7. Reimbursements of the fund may be accomplished by submitting the required receipts on a Petty Cash Fund Reimbursement Form (for expenses other than travel and entertainment), and obtaining approval through the Bursar's office.

Fund Authorized By: _____ College Bursar or Designee

Fund Approved By: _____ Department Head Signature

Date _____

Dept. Name _____

Charge Code _____

I, _____, do hereby acknowledge receipt of _____ to be used as Petty Cash and Change Fund.

Provide justification or description of use: _____

I further agree to safeguard this fund by keeping all funds properly secured and to have said fund available for audit without prior notification. It is my understanding that all disbursements will be subject to a post audit by the Bursar or Office of Finance.

DATE RECEIVED: _____ RECEIVED BY: _____ Custodian Signature

** DO NOT SIGN UNTIL MONEY IS ACTUALLY RECEIVED **

DISTRIBUTION: Origina Bursar
Copy: Custodian

FOR BURSAR USE ONLY:
Approved for cash in adv.
in lieu of checks: