



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: PETTY CASH

Policy No.	CS-317	Division	Corporate Services
Supersedes	n/a	Board Policy Ref.	n/a
Related Procedure	CS-317-PR	Effective Date:	November 4, 2016 (R2)

1. PURPOSE AND SCOPE

The purpose of this policy is to outline the process under which petty cash funds will be established and used.

2. POLICY

It is the policy of the College that petty cash funds may be established and utilized by College employees to purchase minor items up to a total of \$75.00 including taxes.

3. PROCEDURE

The Vice President Corporate Services and Chief Operating Officer shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History

Approved by President	June 8, 2011
Revision 1	September 27, 2016
Revision 2	November 4, 2016