



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL POLICY

### TOPIC: PETTY CASH

<b>Policy No.</b>	CS-317	<b>Division</b>	Corporate Services
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	n/a
<b>Related Procedure</b>	CS-317-PR	<b>Effective Date:</b>	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 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