

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 2.1.6
Title: Petty Cash
Authority: Title 59, Chapter 53, Sections 810-860 of the Code of Laws of South Carolina, as Amended
Responsibility: Vice President of Finance and Administration

Original Approval Date: 09-09-1993
Last Cabinet Review: 02-22-2017
Last Revision: 02-22-2017

Chairperson

Under authority of the South Carolina Code Section 59-53-52(2)(12) the President may designate the Vice President of Finance and Administration to establish petty cash and change funds not to exceed \$5,000. These funds are provided for emergencies, and small purchases not suitable for purchasing through the College purchase order process. Single reimbursement from these funds shall not exceed \$50.

The petty cash accounts shall be limited to the following functional areas:

Conway Campus - Finance Office

Georgetown Campus - Finance Office

Grand Strand Campus - Finance Office

The Vice President of Finance and Administration will provide for adequate internal accounting and control over these funds.