



**Rowan College
of South Jersey**

Policy: 6011
Title: **PETTY CASH AND CASH MANAGEMENT**
Area: Finance
Approved: 07/01/19

Petty Cash

It is the policy of the College to limit the use of petty cash to the Business Office. Accounts Payable replenishes these funds up to its authorized balance. The petty cash custodian is responsible to ensure that petty cash funds are locked at all times.

Internal controls and daily settling procedures for petty cash are set out in administrative procedures.

Cash Management

It is the policy of the College to ensure all funds received on behalf of the College are deposited at the Business Office located in the Student Services building. Deposits should be made in a timely manner and in compliance with the cash handling procedures.

Cash management requirements are set out in administrative procedures.

References:

Rowan College of South Jersey Administrative Procedure, *6011 Petty Cash and Cash Management*