

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	ESTABLISHMENT OF CHANGE FUNDS	04-0701	1 OF 1
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-4.6 Petty Cash and Change Funds	April 9, 2024		

Purpose

The purpose of this procedure is to establish the processes for the use of change funds.

Procedure

The College has the authority to establish Change Funds at each campus.

- A. The College President delegates the authority to establish change fund accounts to the Associate Vice President of Administrative Services or the Bursar, who will also have authority to appoint custodians, authorize audits and establish internal controls and procedures for the accounting and safekeeping of such accounts.
- B. The custodian is directly responsible for controlling and safeguarding funds appropriated for their use.
- C. Change Funds:
 1. Change funds may be used for making change for cashiering operations.
 2. Change funds will be reconciled daily.
 3. Cash shortages and overages will be reported promptly to the custodian's immediate supervisor and to the Finance Office.
 4. In the event of theft, an incident report must also be filed with the College Security Office.
 5. All change funds are subject to unannounced audits.

REFERENCES: F.S. 1001.64, 1001.65, SBE Rule 6A-14.060(6)

Adopted Date: May 3, 1991

Revised Date: January 13, 2015, January 23, 2017, April 9, 2024