

# Treasure Valley Community College

Code: **DJB**  
Adopted: 4/2/02  
Readopted: 10/14/09  
Orig. Code(s): AR 300-16

## Petty Cash Procedures

All petty cash reimbursements above \$50 will only be done by check. Employees must provide all necessary receipts and allow for the normal business office processing time of two to three days.

Cash withdrawals from club accounts will also only be done by check supported by a properly completed and approved requisition. All requests must allow for normal business office processing time.

END OF POLICY

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### Legal Reference(s):

[ORS 294.311](#)  
[ORS 341.290\(2\)](#)

### Cross Reference(s):

DIC - Dean of Administrative Services' Monthly Financial Report  
DIE - Annual Audit