1. **Objective**

   This regulation establishes a means of controlling the use and safeguarding of petty cash at Saint Paul University.

2. **Regulation**

   Authorized services can maintain a petty cash for their operations at the University.

   A completed authorization form, signed and approved by the Vice-Rector in charge must be submitted to the Financial Services.

   The director of a service or the dean of a Faculty will be responsible for all transactions of petty cash and its contents.

   The person responsible for petty cash must reconcile his petty cash on a monthly basis, ensuring the presence of supporting documents.

3. **Implementing rules**

   To be reimbursed, the person responsible for petty cash must submit the approved supporting documents to Financial Services.