

Number:	FIN-306
Title:	Petty Cash
Person responsible for enforcement:	Vice-Rector, Administration
Entered into force:	April 25, 2018
Approved:	April 25, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
Exception:	No exception to this regulation without prior written authorization from the Board of Governors

In this document, the masculine form is used without prejudice and for conciseness purposes only.

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.