Policy Statement

The College has authorized selected funds to be used solely for the purpose of making change.

Policy Manager and Responsible Department or Office

<table>
<thead>
<tr>
<th>A. Controller’s Office</th>
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<tr>
<td>The Controller’s Office staff has the responsibility for ensuring that cash funds meet State and College guidelines, and to approve and forward to the request to the State Auditor’s Office. When approval has been granted, a new account will be established in the Chart of Accounts by the Controller’s Office.</td>
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<th>B. Custodian Supervisor</th>
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<td>The custodian’s supervisor has the responsibility of making sure the custodian understands the written procedures for administering the petty cash / change fund.</td>
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Purpose/Reason for the Policy

The purpose of this policy is to ensure that petty cash / change fund policy standards are met.

Departments/Offices Affected by the Policy

All departments are affected by the petty cash / change fund policy.
Procedures Related to the Policy

Petty Cash / Change Fund Policy

A. ESTABLISHMENT

1. A supervisory official must make a written request to the Controller’s Office with the following criteria for the fund to be established.
   a. State the purpose for which the cash fund is to be used.
   b. State the amount requested.
   c. State that strict adherence to published internal control procedures will be in place to safeguard the fund and prevent misuse.

2. If the request is deemed reasonable, the Controller and the Internal Auditor will approve it and will forward the request to the State Auditor’s Office. When approval has been granted, a new account will be established in the Chart of Accounts by the Controller’s Office.

3. The established amount of the fund is limited to the cash requirement of a short period of time.

4. If the need for the fund ceases to exist or if the fund is handled improperly or not in accordance to the written policies and procedures, it will be removed.

B. CUSTODIAN

1. The custodian’s supervisor will ensure that the custodian understands the written procedures for administering the petty cash / change fund. The custodian will be solely responsible for the amount of the fund.

2. The custodian must keep the fund under lock and key at all times with the key in his/her possession.

3. Responsibility for the fund may not be shared between two or more people. The custodian may have a backup with the written consent of the Controller’s Office. However, the custodian will be solely responsible for the full amount of the fund.

4. To change custodians, a letter must be sent to the Controller’s Office by a supervisory official requesting a change and appointing a new custodian. The entire fund will then be deposited at the Treasurer’s Office and removed from the General Ledger. A check will be issued to the new custodian and recorded in the General Ledger.

C. OPERATION

1. At all times, cash on hand plus receipts, must be equal to the original amount of the fund.

2. The fund is subject to surprise audits at all times by either a representative of the
College Internal Audit office, or the auditors of the State of South Carolina, or an independent auditor.

3. No expenditures for wages, cash advances, or loans may ever be paid from the fund. No personal checks may be cashed from the fund.

4. Replenishment of the Petty Cash / Cash Change Fund

   a. From time to time, the fund may need to replenish its supply of small bills and change. The custodian may take the fund to the Treasurer’s Office to make change. The fund may not be replenished by anyone other than the custodian who is fully responsible for the fund.

   b. The custodian must certify in writing to the Controller that the full amount of the fund is accounted for.

   c. If any funds are stolen, notify the Department of Public Safety (3-5611) immediately. The custodian must notify the Controller’s Office and Internal Auditor in writing if funds are stolen or if any of the funds are missing.

Related Policies, Documents or Forms

S. C. Comptroller General’s Disbursement Regulations
S. C. State Procurement Code
S. C. Code of Laws
S. C. General Appropriations Act

Review Schedule

<table>
<thead>
<tr>
<th>Issue Date: April 8, 2011</th>
<th>Revision Date: July 1, 2015</th>
<th>Next Review: May 2018</th>
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<td>Author: Controller</td>
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