



# SUNY Orange Policy Manual

Policy Number	Policy Title
BP4.7	Petty Cash

The Board of Trustees authorizes the Comptroller of the College to establish and maintain petty cash funds, in accordance with applicable SUNY regulations. Petty cash may be expended for College purposes for itemized and verified or certified bills for materials or services furnished to the College when payment of cash to the vendor is appropriate.

The Comptroller shall have the authority to direct reimbursements of such petty cash funds.

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy.