

**Skidmore College**  
**Petty Cash Policy**  
**Revised 4/2010**

If approved by Financial Services, a department is allowed to maintain a small amount of petty cash to pay minor expenses that do not necessitate a check. Once the petty cash fund is approved, an initial cash disbursement is made to the department. The amount of petty cash authorized will be agreed upon between Financial Services and the Department.

**Purpose and Use**

Petty cash can be used to reimburse individuals for non-travel, out-of-pocket e7 TJ -25.52 -1.15 Td [(onl)6