

LC OPERATIONS MANUAL

13.12 **PETTY CASH**

13.12.1 LC Executive Director will be advanced, and be accountable for, a petty cash fund of \$100.00. This fund is to be used for the payment in cash of purchases of small value. Cash and proper receipts for disbursements made must equal the total funds at all times. Periodic reimbursements will be made to LC Executive Director upon presentation of receipts for amounts paid.