## **Petty Cash Controls**

Goodwill maintains numerous petty cash funds in the maximum amount of $100.

Each custodian of petty cash will be required to take a vacation each year at which time someone else will administer the petty cash fund.

Petty cash will be segregated from other cash and is maintained by a custodian. Disbursements are approved by appropriate Senior Staff. The Chief Accountant or his/her assistant will review the transactions when petty cash is replenished.

The appropriate Sr. Staff will periodically count the petty cash.

Employee checks are not to be cashed out of petty cash.