

Western Illinois University Foundation Policy on Petty Cash and Event Change Funds

Effective Date: 3/11/15

Responsible Departments: Foundation Accounting Office and areas with Petty Cash funds

- Petty cash funds must be properly safeguarded. The custodian is personally responsible, at all times, for the appropriate and adequate safekeeping of these funds. The money should be kept in a secured, locked location and should never be commingled with an individual's personal funds or any other University or Foundation funds.

The custodian will be personally responsible for the Petty Cash Fund.

Petty Cash

The image shows a ledger table that has been almost entirely blacked out. The top portion of the table is visible, showing a decorative border with a repeating pattern of small, stylized houses or buildings. Below this border, the table is divided into several vertical columns by thin white lines. The text within these columns is completely obscured by a solid black fill. The overall appearance is that of a redacted financial document.

Approved by the Board of Directors

Western Illinois University Foundation

Part 4 - Capital Campaign Fund