A petty cash fund not to exceed one thousand dollars ($1,000.00) may be established at each approved campus or center and shall be maintained on the imprest system. The District Board of Trustees, upon the President's recommendation, shall determine the amount, use, and accountability of each such petty cash fund.

A person at the College shall be designated by the President as the custodian of the petty cash fund. A system of accounting for these funds shall provide for adequate internal controls and such petty cash fund(s) shall not be used to circumvent normal purchasing procedures.