

Loyola University Maryland
Petty Cash Lockbox Procedures
Updated: November 2009

Introduction

A petty cash lockbox may be used in a department when there is a demonstrated and ongoing need to access small amounts of cash for the purpose of making change for cash transactions.

Departments maintaining a petty cash lockbox must abide by all guidelines outlined in this policy.

It is the policy of the University that no personal reimbursement, payment for services, payment for small expense items or

payment for gift cards be paid through the petty cash lockbox. These activities must be conducted through the use