SECTION 7: ACQUISITION PROCEDURES

SUBJECT: PETTY CASH DEPOSIT ACCOUNTS Procedure #7.2.5

POLICY

Petty Cash has a deposit account set up with both the U.S. Government Printing Office and the National Technical Information Service. As publications are ordered, the price of the order is deducted from that original deposit. Petty Cash receives a monthly statement from each agency and then charges the department.

All requisitions for U.S. Government Printing Office (Supt. of Documents) and NTIS should be directed to the Publications Buyer.

Copies of this procedure located at:
Petty Cash Office