

F98-010 PETTY CASH

- The Management Company will establish and maintain a petty cash fund of \$150.00 expressly for the use of the Exeter Homeowners Association.
- A \$100.00 "ready cash" balance shall always be maintained.
- Incidental expenses that do not exceed \$25.00 can be reimbursed with proper receipts from the petty cash fund.
- Incidental expenses of \$25.00 or greater will be processed as a check request by the Management Company unless the funds are deemed to be timely and urgent in manner by the Management Company.
- Only Board of Directors, Committee Chairpeople, and Management Company personnel may request funds from the petty cash account.