



TEXAS TECH UNIVERSITY  
Department of Intercollegiate Athletics  
*Operating Policy and Procedure*

**PREFACE**

The information on policies and procedures is intended for the use of Texas Tech University Department of Intercollegiate Athletics. The manual supplements the Texas Tech University Operating Policies and is intended to provide information that will assist athletic department employees with their duties. All employees should benefit from referring to this manual when policy questions arise. It is not intended to list every policy detail of the Department of Intercollegiate Athletics (often referred to as simply as Athletics).

**ADDITIONAL SOURCES OF INFORMATION ARE:**

- Texas Tech University Operating Policies and Procedures (www.depts.ttu.edu/opmanual)  
<http://www.depts.ttu.edu/opmanual>)
- Texas Tech Athletics Compliance Manual
- Texas Tech Student-Athlete Handbook
- Texas Tech Student Affairs Handbook/Code of Student Conduct
- Big 12 Conference Handbook
- NCAA Division I Manual <http://www.ncaa.org/wps/portal/>

## **Department of Intercollegiate Athletics Policy and Procedure**

Revised and posted 9/11/07

### **5.9 PETTY CASH FUND**

Petty cash funds are maintained by the Department of Intercollegiate Athletics to permit operating flexibility when normal University financial procedures cannot meet certain immediate cash demands. The following types of petty cash funds are maintained at the following locations for purposes of expediency:

#### **Change Fund**

Athletics Ticket Office has a change fund for daily operations and a game day change fund.

#### **Team Travel**

An Athletics Department Travel Account is maintained in the ABO.

#### **Restrictions on Petty Cash Funds**

No IOUs, post-dated checks, loans, or payments for receivables or goods and services can be processed through the existing petty cash funds.

#### **Procedures for Monitoring Petty Cash Funds**

Petty cash travel accounts are revolving accounts at local banks and as checks are issued, a travel voucher is prepared for the University Travel Office. The travel office reimburses Athletics by check(s) which is/are then deposited in the travel fund at the appropriate bank. These travel accounts are monitored the same as any checking account with the individual or the team having separate ledgers for accounting purposes. The ABO (through cash ledgers or travel office ledgers) shall account at all times for the amounts in each petty cash fund.

Information about the University policy regarding petty cash funds is found at:

<http://www.depts.ttu.edu/opmanual/OP62.05.pdf>