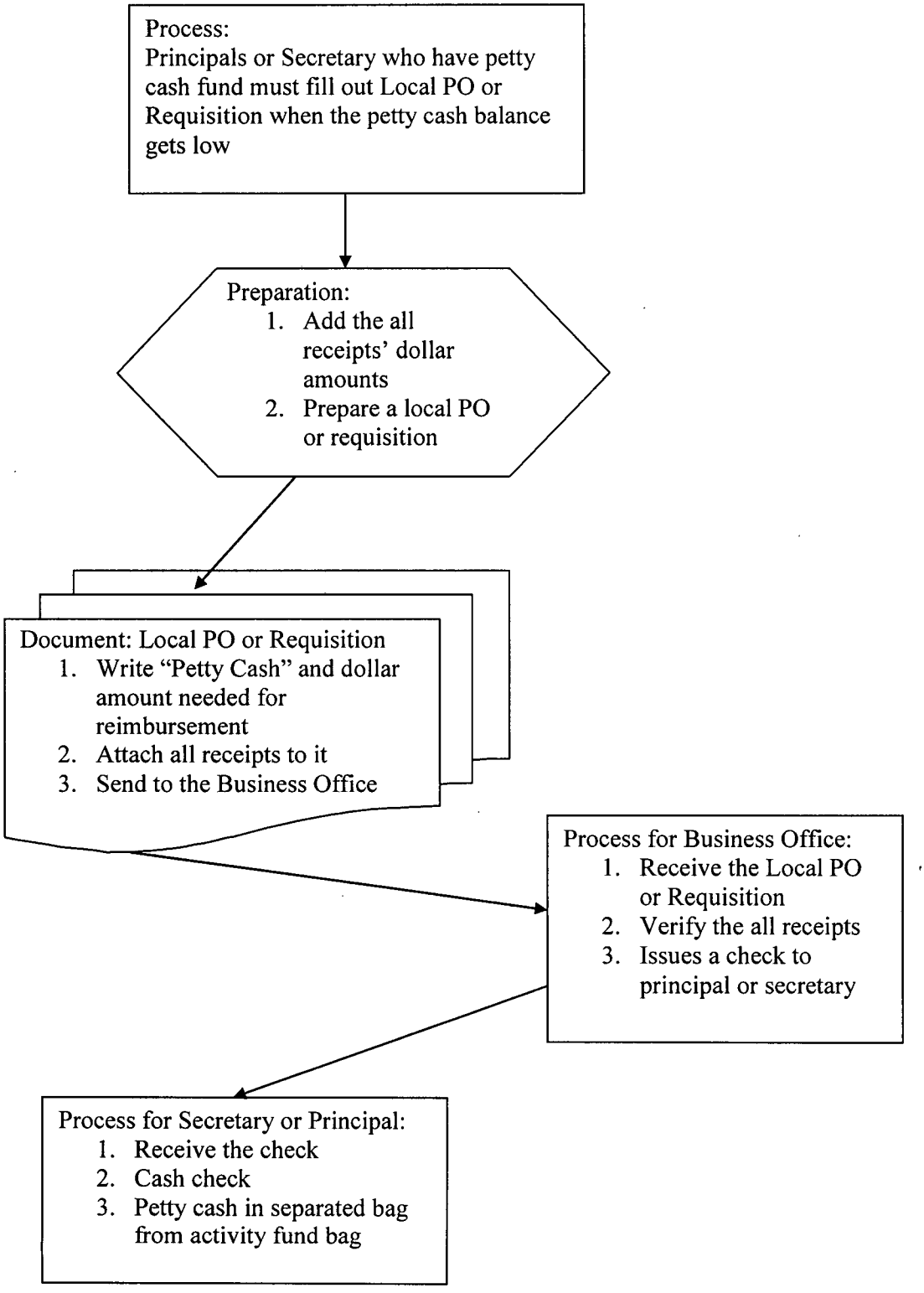
Flowchart of Petty Cash Funds Procedures

Proper procedure for using the petty cash: