§ 115. Cash advance accounts. 1. The state comptroller may, upon the request of the head of a state department or agency, authorize the establishment of cash advance accounts for such department or agency, in an amount he deems sufficient.

2. Cash advance accounts may be established when in the judgment of the state comptroller an advance account is necessary and proper to achieve the purposes of the appropriation from which the cash advance account will be established.

3. When a cash advance account is established for the purpose of purchasing materials, supplies or services, the account may be used to purchase such materials, supplies or services where the amount of a single purchase does not exceed two hundred fifty dollars, in accordance with such rules as shall be prescribed by the comptroller. The comptroller shall audit before payment all vouchers, together with the supporting documents, presented to him for reimbursement to the account and approve them in the amount allowed by him and draw his warrant in the amount thereof.

4. The head of the department, office or agency may designate an employee to be in charge of the cash advance account. Such designation shall be filed with the comptroller. Any person authorized to handle the account shall be bonded, either by an individual or blanket undertaking.

5. If, in the judgment of the comptroller, the cash advance account is being used for purposes other than authorized in this section or otherwise improperly operated, he shall direct the officer responsible for such account to return the cash advanced to establish the account.

6. The comptroller at any time may require the officer responsible to account for the moneys in the cash advance account.