

PETTY CASH FUND POLICY

A. Purpose of Petty Cash Fund

A petty cash fund is used to pay small dollar amounts for purchases when it is not possible to issue a vendor payment using the regular accounts payable process. A petty cash request shall not exceed \$75.00 for any one purchase.

B. Establishing and Maintaining a Petty Cash Fund

Petty cash funds and receipts are to be maintained in a secure location at all times, with access limited to authorized personnel. The amount in the petty cash fund has an established maximum of \$200. A ledger sheet shall be maintained in the business office indicating the following:

1. Date of withdrawal or receipt
2. Individual making withdrawal and a short description of purchase
3. Amount withdrawn or received
4. Balance remaining in the fund

The petty cash fund should always be in balance. Petty cash outstanding withdrawals plus cash-on-hand should always equal the petty cash authorized amount. The petty cash fund shall be reconciled by the business office on a monthly basis.

C. Administration of the Petty Cash Fund

1. A purchase request must be presented to the business office in order to obtain petty cash with the following areas completed:
 - a. Date of request
 - b. Name of individual making request
 - c. Reason for Request should be marked "petty cash"
 - d. Item Description
 - e. Total price should equal total amount requested
 - f. Supervisor approval signature and date. Department heads may request with no further approval process.
2. Upon submission of a complete purchase request form, the business office will issue the petty cash requested and complete the petty cash ledger sheet.
3. The petty cash purchase must be completed and a receipt for the purchase and any remaining change must be returned to the business office within one day of receipt of the petty cash.

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4. Affidavits will not be accepted in lieu of a receipt for purchases made. All petty cash funds not verified by a vendor receipt shall be the responsibility of the individual who received the petty cash.
5. Upon receipt of the vendor receipt and any change, the business office shall complete the petty cash ledger sheet.
6. The business office shall replenish the petty cash fund on a monthly basis through the County accounts payable system. Petty cash expense will be drawn from the requesting departmental budget.

D. Non-Allowable Petty Cash Purchases

1. Items for which petty cash cannot be used include:
 - a. Travel advances
 - b. Staff gifts and other tokens of appreciation
 - c. Utilities
 - d. Rent
 - e. Alcohol or cigarettes
 - f. Salaries and wages
 - g. Any other item prohibited by ECBMR/DD Policy

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