

Policy & Procedure Manual

PETTY CASH – ADMINISTRATIVE OFFICES - FD-IV-2

POLICY

The Administrative offices will maintain a Petty Cash Fund and a Petty Cash Requisition shall be completed in order to access those funds.

PURPOSE

Petty cash is maintained for purchases limited to under fifty dollars (\$50.00). A Petty Cash Requisition is completed to provide an account of funds expended for small item purchases.

PROCEDURE

1. A Petty Cash Requisition (FD020) is to be completed by the employee requesting the funds. The employee will forward the form to the appropriate approver based on Delegation of Authority Policy FD-VIII-5 for signature.
2. The approver will then either:
 - a. return form to employee for presentation to Finance to receive funds
 - b. present form themselves to Finance to receive funds.
3. Upon receiving funds, the individuals must sign as "Cash Given to" to verify receipt of funds.
4. All receipts must be forwarded to Finance. Any change due or if necessary, any balance due to the purchaser will be issued at this time.
5. Monthly, all of the Petty Cash requisitions are totalled, along with the balance of the cash on hand. The total of these two amounts must balance with the amount of cash originally placed in the Petty Cash fund.

6. A Petty Cash Reconciliation (FD025) is completed in order to replenish the fund to its original amount and is forwarded to the Director, Finance and Administration for approval.

RECOMMENDED BY: Director, Finance and Administration

APPENDICES: 2

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Community Services Administration, Community Services (all)

ORIGINAL POLICY DATE: July 1993

AUTHORIZED BY: Executive Director

SIGNATURE:

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OPTIONS northwest
PETTY CASH REQUISITION

POLICY FD-IV-2
APPENDIX A

| | | | |
|---|--------------------|---------------------|---------------|
| NAME: _____ | | | |
| REQUESTED BY: _____ (Please Print) | | | |
| FUNDS REQUIRED FOR: | COST CENTRE | ACCOUNT CODE | AMOUNT |
| | | | |
| | | | |
| | | | |
| | | | |
| APPROVED BY: _____ CASH GIVEN TO: _____ | | | |
| DATE: _____ DATE: _____ | | | |

FD020/NOV 11

OPTIONS northwest
PETTY CASH REQUISITION

| | | | |
|---|--------------------|---------------------|---------------|
| NAME: _____ | | | |
| REQUESTED BY: _____ (Please Print) | | | |
| FUNDS REQUIRED FOR: | COST CENTRE | ACCOUNT CODE | AMOUNT |
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| | | | |
| APPROVED BY: _____ CASH GIVEN TO: _____ | | | |
| DATE: _____ DATE: _____ | | | |

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