



# Finance Department Memo

**To:** Memo to the file  
**From:** Alison Chan, Finance Director  
**Date:** April 24, 2008  
**Re:** Petty Cash & Tills

| <u>Department</u>                     | <u>Petty Cash</u> | <u>Tills Balances</u> |
|---------------------------------------|-------------------|-----------------------|
| Police (Kaily)                        | \$200.00          | \$200.00              |
| Engineering (Kelly)                   | 200.00            | 200.00                |
| Public Works – Service Center (Carol) | 200.00            | None                  |
| Finance (Jennifer)                    | 200.00            | 200.00                |
| Planning (Debbie)                     | 50.00             | 100.00                |
| Parks & Rec (Anne)                    | 200.00            | 300.00                |
| Fire (Pam)                            | 200.00            | 10.00                 |
| WRD (Norma)                           | 200.00            | None                  |
| Finance Change (Jennifer)             |                   | 400.00                |
| Municipal Court (Denise)              |                   | 500.00                |

Petty cash should be used for purchases when the use of a purchase order, purchasing card or check is not cost effective. **Payments from petty cash per transaction should not exceed \$60.00** and should be supported by an original vendor receipt. The transaction should be summarized on a petty cash slip. It should describe the items purchased, the amount, the date, the account number to charge, and be signed by the purchasing person and the petty cash custodian.

Petty cash can be used for a variety of purchases but there are certain types of transactions that are specifically prohibited. Prohibited transactions are as follows:

- Meals, either per diem or reimbursement
- Mileage reimbursement
- Cash advances
- Cashing of personal check.

Requests to replenish petty cash should be made with a Disbursement Order. The disbursement order must have the proper approval and have all the petty cash slips and receipts attached.

**PETTY CASH DISBURSEMENT**

Name \_\_\_\_\_ Date \_\_\_\_\_

Account # \_\_\_\_\_ Amount \$ \_\_\_\_\_

Reason \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Approval \_\_\_\_\_