

PETTY CASH GUIDELINES

Summary of Allowed Expenses:

Petty cash may be used for cash purchases of less than \$50 for such items as postage, ferry tolls, parking fees, C.O.D. items, and regular supplies. The \$50 limit can only be exceeded if specifically approval is given by the General Services Manager or his/her designee. *Petty cash funds are not to be given out in advance of a purchase.*

Summary of Non-Allowed Expenses:

Petty cash cannot be used for mileage, local meals, expenses incurred while on travel status or for meeting registration fees (the preferred way to pay these expenses is by using a City ProCard or through the personal reimbursement process.)

Process to be followed by Treasury staff:

1. Check to make sure claimant is a City employee or City official (non-City workers are not authorized to use Petty Cash), and that an authorized person has signed on the "Approved by Department" line.
2. Verify the dollar amount on the receipt. Check to see if the receipt is an original and that it has enough detail to confirm what items were purchased. Receipts with insufficient details are to be returned to the claimant.
3. Assign a voucher number and sign on the "custodian" line. Record the information in the white binder.
4. Return the paperwork to the cashier for validation and disbursement of funds.
5. The original white copy and related backup is filed in the white Petty Cash binder. On the 10th and 25th of each month, these copies will be sent to Purchasing for replenishment.