FINANCIAL MANAGEMENT 2.0

Petty Cash -- 2.12

Date Issued: December 31, 1998

Date Last Revised: March 23, 2011

Signature:

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Assistant Commissioner
Bureau of Health Services

POLICY
The petty cash fund shall be operated as an imprest account. An imprest petty cash account shall be composed of funds of a fixed amount used in making small expenditures that are paid in cash, and is subject to a maximum authorized balance of $100. Imprest accounts are reimbursed up to the authorized balance as expenditures are made from the account. Funds shall be replenished upon submission of expenditure receipts. Funds on hand plus expenditure receipts should total to the authorized amount of the account.

APPLICABILITY
This policy applies to Local Health Department and Regional Office personnel.

PURPOSE
To provide an internal control structure for petty cash funds.

PROCEDURE
A prenumbered **Petty Cash Disbursement Record, PH-0048**, with supporting documentation must document each disbursement from the petty cash fund. The **Petty Cash Disbursement Record, PH-0048** must give the date, amount and nature of the expenditure and should be signed by the recipient. Each disbursement must be charged to the appropriate expenditure code.

One person must be made solely responsible for custody of the fund and expenditures from it. Replenishment of the fund must be authorized by someone other than the fund custodian after review of the petty cash disbursement records, receipts and expense distribution.

NECESSARY FORMS
Petty Cash Disbursement Record, PH-0048

REFERENCE DOCUMENTS
Department of Finance and Administration - Policy 07

OFFICE OF PRIMARY RESPONSIBILITY
Fiscal Services Section, Bureau of Health Services, (615)741-7305