

**MARION COUNTY
ADMINISTRATIVE POLICIES AND PROCEDURES**

Sponsoring Department:
Treasurer's Office

SUBJECT: ESTABLISHMENT AND USE OF PETTY CASH FUNDS

1.0 Purpose

This establishes policy and procedure concerning petty cash funds.

2.0 General Policy

- a. A petty cash fund may be established in any department as a change fund or true petty cash fund as defined below:
 - 1) Change funds are established for the exclusive purpose of making change.
 - 2) Petty cash funds provide for small amounts of cash on hand and are primarily used to make minor disbursements of \$50.00 or less.
- b. Approval of County Administrative Officer and the Board of Commissioners must be obtained to establish or modify petty cash or change fund.
- c. The Treasurer will conduct audits of petty cash funds and change funds in county departments.

3.0 Policy Guidelines/Procedures

- a. Establishment of petty cash funds
 - 1) A signed Fund Claim and a letter of request must be submitted to the Treasurer stipulating the following:
 - The name of the person designated by the Department Head or Elected Official to receive and be responsible for the fund - the petty cash custodian.
 - The specific purpose for which the fund is to be used.
 - If another fund, or funds, exists(s), clearly distinguish the different uses planned for each fund.
 - The amount of the fund.
 - The provisions made to assure control of the fund.

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- 2) The Treasurer shall process the request as follows:
 - Approve the proposed control measures for the fund.
 - Prepare the Board Order to establish or change the fund.
 - Submit the request to County Administrative Officer and Board of Commissioners for approval.
 - Charge an appropriate asset account to establish the fund, via the Fund Claim.
 - Process the Fund Claim and issue a check to the department requesting the fund.

b. Expenditures of Petty Cash Funds

- 1) An authorized signer must approve all expenditures from the fund. By approval, the authorized signer attests that the disbursement meets the following requirements:
 - Immediate need of an item not available from vendors under contract to the county.
 - Reimbursement for a meeting or conference.
 - The cost of the item(s) for reimbursement will be \$50.00 or less.
- 2) A requisition for petty cash reimbursement must be prepared explaining or describing the item(s) purchased, the fund, cost center and account number and the total cost.
- 3) If an employee has paid for the item(s), s/he must attach a receipt to the requisition form.
- 4) The employee who purchased the item(s) from petty cash must sign the requisition form and obtain the signature of an authorized signer in the department. The requisition (with receipt[s]) shall then be given to the department's petty cash custodian within three (3) days of the expenditure.

c. Reimbursement of Petty Cash Fund

- 1) The custodian of the petty cash fund will verify that the requisition form is properly completed, signed by recipient of cash and a vendor's receipt (or explanation of its absence) is attached.

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- 2) Completed requisition forms for petty cash reimbursement must be retained and filed as part of the internal control. Note: The total number of disbursements from the fund as represented by the requisition forms, plus cash on hand in the fund, must always equal the total of the petty cash fund as originally established.
- 3) The following documentation must be submitted, as needed, to replenish the fund: Completed Requisition for Petty Cash Reimbursement Forms, a Count and Request for Reimbursement Form and a Fund Claim showing account numbers and amounts must be submitted by an authorized person to the Treasurer's office. Upon receipt of the above, the Treasurer shall take appropriate steps to replenish the Petty Cash Fund.

Adopted: 4/84
Revised: 9/95
Revised: 7/06