

# BOLIVAR PENINSULA SPECIAL UTILITY DISTRICT

SUBJECT:  
**PETTY CASH FUNDS**

**Policy P-03**

**PURPOSE**

To ensure proper use of petty cash funds by District personnel.

**SCOPE**

This policy applies to all District employees and supercedes any other former District policy, procedure or directive.

**POLICY**

1. A Petty Cash Fund will be established with a beginning balance of \$400.00. This fund will be separate from other District funds and maintained in the office.
2. Items costing up to \$100.00 may be purchased using petty cash funds. Employees requesting a cash advance or cash reimbursement for qualified purchases must complete a "Petty Cash Disbursement Form" (ATTACHMENT A).
3. A receipt for purchase must be submitted with the Petty Cash Disbursement Form.
4. Only employees authorized by the General Manager as Petty Cash Custodians can disburse petty cash.
5. Prior to replenishing the petty cash fund, an authorized Petty Cash Custodian must complete a "Petty Cash Reconciliation Report" (ATTACHMENT B).
6. All receipts and Petty Cash Disbursement Forms should be attached to the Reconciliation Report.
7. Any discrepancies in the Petty Cash Fund must be reported to the General Manager immediately. The General Manager will then investigate the discrepancy and provide a written report of findings to the Audit Committee of the Board of Directors.
8. Petty cash funds will be audited occasionally by the Audit Committee of the Board of Directors. District employees will not be notified in advance of petty cash audits.

**COMPLIANCE**

Adherence to the above is mandatory. Any employee who violates this policy may be subject to disciplinary action.

**PETTY CASH FUNDS  
POLICY P-03**

APPROVED AND EFFECTIVE ON \_\_\_\_\_, 2002.

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President

\_\_\_\_\_  
Secretary

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