Petty Cash

**Policy/Approach**

**Procedure:**

- The amount of each Petty Cash account ($50 for Center Petty Cash - $100 for Advocate Petty Cash) is determined by the anticipated needs for small, immediate expenditures within one week's time.

- All reimbursement receipts must be signed by the Site Manager. (Receipts with missing signatures will be returned for signatures – delaying reimbursement.)

- Petty cash purchases should be immediately entered into the PEX expense tracking system including proper expense coding and a signed receipt.

- Properly completed requests for receipt reimbursements will be processed thru the PEX account weekly, as long as there is money available in your budget.

- Petty Cash cards are assigned to the employee to whom it is issued; if you change centers, your Petty Cash card goes with you. (Check with the Fiscal Office for the proper procedures for charging expenses before and after the transfer.) If the employee will be leaving the agency, the Petty Cash card must be turned into the Fiscal Office immediately.

- At the end of the Program Year, before leaving for Lay Off, all Petty Cash cards must be brought to the Fiscal Office for safekeeping and closing of the OPK grant during the summer. All receipts should be signed, entered and reconciled before bringing it to the Fiscal Office.

- At the beginning of the Program Year, Petty Cash cards may be picked up in the Fiscal Office.

- The Petty cash account must be totaled on October 31st and ALL RECEIPTS through that date must be submitted to PEX by November 1st.