



Petty Cash



Policy A-IC-10

September 15, 2005
Revised October 14, 2013

Purpose: To make available petty cash for the purpose of expediting small, non-routine purchases.

Policy: One hundred dollars (\$100.00) is issued to each site for a Petty Cash Fund. The custodian of the fund is the designated Health Center Support Staff for each of the four counties, and the Receptionist.

Procedure:

- I. A Petty Cash Receipt Form (A-IC-10 (A)) is completed for each disbursement. The sales receipt must be attached to the form. In no instance may tax be paid (Tax Exempt Number SD-021-105).
- II. A Petty Cash Register (A-IC-10 (B)) must be maintained by the Petty Cash custodian and submitted to the Accounts Payable Clerk for payment, prior to the funds level falling below twenty dollars (\$20.00), or at least quarterly.
- III. Examples of funds authorized for disbursement are:
 - A. Postage
 - B. Shipping of documents, materials, and vaccines
 - C. Emergency supplies in small quantities at insignificant costs
 - D. Freight
 - E. Items as authorized by the Managers or District Director
- IV. At *no* time may petty cash disbursements exceed the amount of the fund.

District Director

Date

Chairperson, Three Rivers District Board of Health

Date

**THREE RIVERS DISTRICT HEALTH DEPARTMENT
PETTY CASH RECEIPT**

__OCHC __GCHC __CCHC __PCHC __DO	Date
DESCRIPTION OF ITEM PURCHASED	AMOUNT
_____	_____
_____	_____
_____	_____
_____	_____
CHARGE TO ACCOUNT:	TOTAL

VENDOR NAME:	TAX EXEMPT # ST037028
REQUESTING EMPLOYEE'S SIGNATURE:	

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PETTY CASH RECEIPT**

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