

EL DORADO COUNTY FIRE PROTECTION DISTRICT

POLICY TITLE: Petty Cash

POLICY NUMBER: 3010

3010.10

Petty Cash: Authorized purchases may be made using the Petty Cash Fund.

3010.20

Petty Cash may be used for purchases not to exceed \$100.00.

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If a purchase is made with Petty Cash, one may use out of pocket monies and be reimbursed from Petty Cash or obtain funds from the Petty Cash custodian prior to the purchase.

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When cash is given, a Petty Cash Voucher shall be filled out indicating the amount of money given along with the requesting person's name. This form shall be completed as outlined below, when the receipt or invoice is turned in along with any change.

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After a purchase is made with Petty Cash funds, complete a Petty Cash Voucher.

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Instructions for completing Petty Cash Voucher:

- A. PAID TO: Insert name of vendor
- B. DATE: Date of purchase
- C. ACCOUNT #: Accounting code/numbers
- D. STATION: Station I.D. for which purchase was made
- E. QUANTITY: Number of items purchased
- F. UNIT: Show ea., Dz., Qt., etc.
- G. UNIT PRICE: Show cost of each unit
- H. AMOUNT: Show amount of each line quantity times unit price
- I. SIGNATURE: Print your name

3010.70

Upon completion of the Petty Cash voucher, attach the vendor's invoice/receipt for the item(s) purchased. The total of the Petty Cash Voucher must be the same as the total of the vendor's invoice/receipt.

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Return the completed voucher and vendor's invoice along with any unused cash to the Petty Cash Custodian. The Petty Cash Custodian will assign the Petty Cash Voucher number.

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The Petty Cash custodian will maintain a complete and accurate account of all Petty Cash transactions in the Petty Cash Voucher Log.

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The Petty Cash Fund shall not exceed \$100.00 at any time. Cash on hand plus all unprocessed vouchers shall always equal \$100.00.

3010.92

The Petty Cash Fund shall not be allowed to reach a balance below \$10.00. At that time, the Petty Cash custodian shall submit a claim in order to reimburse the fund back to a balance of \$100.00.

3010.93

The Petty Cash Fund and all unprocessed vouchers will be locked in a secure place.