

Agency Name
Transit Policies and Procedures

Subject	Petty Cash
Section	Financial
Effective Date	
Approved By	
Approval Date	

Purpose

Develop a policy for petty cash distribution, reimbursement, and reconciliation.

Definitions

Petty Cash: An accessible amount of money kept by the Agency for immediate purchasing of small items.

Procedure

Prepare a written procedure for operating a petty cash fund. Limit the fund to \$100.00 and keep it in a locked box in the Transit Director's office. Only the Transit Director may access it.

Employees may request petty cash for small purchases by submitting a petty cash slip. The Transit Director must approve each request and disburse the funds from the petty cash box. Employees must submit a receipt for each purchase made with petty cash. All approved petty cash slips and payment receipts must be filed in the petty cash box. The total amount of petty cash slips plus cash must not exceed \$100.00. The Transit Director shall reimburse and reconcile the petty cash fund weekly. Petty cash disbursements may not be used for employee personal loans.

Responsibilities

The Transit Director is responsible for managing the petty cash fund and for approving or denying all petty cash requests.

Example

Petty Cash Slip

Employee Name:	Date:
Reason for Petty Cash:	Amount:
Account to be Charged for Reimbursement:	
Transit Director Signature for Approval:	

This policy or procedure is intended to be used as an example. It should be customized to each transit agency. Review by a legal expert is recommended.