

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Petty Cash Fund
POLICY NUMBER: 3137 – Reviewed

3137 A Petty Cash fund shall be maintained in the District office having a maximum balance-on-hand of \$200.00. The use of Petty Cash funds shall be for procuring low-cost item(s) or service(s) appropriately relating to District business and shall conform to the following guidelines:

3137.1 Petty Cash funds may be used to reimburse District staff or Commissioners upon their request and the submission of a receipt for same.

3137.2 Petty Cash funds may be advanced to District staff or Commissioners upon their request when needed. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the Fire Chief and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$ 100.00. Purchases for more than \$ 100.00 shall require payment by District check.

3137.3 No personal checks shall be cashed in the petty cash fund.

3137.4 The petty cash fund shall be included in the District's annual independent accounting audit.

3137.5 In those instances when a receipt is not obtainable for "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business, the requested reimbursement shall be documented in writing and submitted to the Fire Chief for approval prior to reimbursement.

Board Revised Date: 04/25/17
Board Revised Date: 02/23/2021

02/23/2021

Board Revised Date:


Clerk of the Board