

POLICY MANUAL

Subject: Petty Cash

Effective Date: 6/30/99

Initiated By: Listy Hartley
Accountant

Approved By: Timothy A. Tull
Chief Financial Officer

Review Dates: 02/11 JSC, 04.12 JSC, 3/13 JSC

Revision Dates: CET 06/11/10, 02/14 JSC

POLICY:

Petty cash funds maintained at Cumberland Heights for various purposes: Business Office, Dietary Change, Outpatient Needs, Patient Activities, etc. The Funds shall not exceed \$5,000.00 at any given time.

There is a \$450.00 change box used for the sale of staff and quest meals. When replenished it consists of 20 meal tickets (par value \$25.00) and \$150.00 in change. Change boxes are not to be used for petty cash.

Petty cash funds are utilized to expedite the payment of minor miscellaneous expenditures. The expenditures are not to exceed \$350.00 per expenditure.

Petty cash vouchers are to be signed by both the receiving and disbursing individuals and should be accompanied by supporting documentation such as receipts and invoices. All cash advances will be returned with receipts and any residual funds. The Accounts Payable Coordinator audits all vouchers with funds and receipts.

The Accountant shall audit the business office petty cash and change boxes on a monthly basis.