



## Enriching Lives & Connecting Communities

### Petty Cash

Finance  
Policy No. 9035

Revision Date: December 16, 2013

#### Policy Statement

Richland County Recreation Commission maintains a petty cash fund to be used for minor purchases or reimbursements and follows a standardized procedure to minimize the risk of financial loss, poor customer service, compliance issues, and fraud.

1. The Accounting Department will maintain a petty cash fund of \$200.00 for minor purchases or reimbursements. The Division Head for Business Systems will approve the replenishing of the Petty Cash Fund.
2. Petty cash should be limited to receipts \$50.00 and under or a check request must be submitted for reimbursement.
3. Anyone requesting money from petty cash must complete a Petty Cash Voucher, attach a receipt and have Voucher signed by their supervisor. The completed form will be given to the Accounting Department who will disburse the proper funds.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: December 16, 2013  
(Date Approved)

APPROVED: J. Marie Green  
J. Marie Green, Chair

For more information about this policy, contact the Executive Department.