

**WASHINGTON CENTER FOR DEAF AND  
HARD OF HEARING YOUTH**

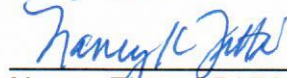
**POLICY: 6010**

Adopted: **April 12, 2019**

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**SUBJECT: Petty Cash**

Approved by:



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Nancy Fitta, CDHY Board of Trustees Chair

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Petty cash means a sum of money set aside for the purpose of making change or for paying small obligations when issuing a warrant is not practical, economical or timely.

Petty cash draw from any account in the custody or care of the business office is subject to the following:

- Each petty cash fund shall be assigned a custodian responsible for that petty cash fund.
- All petty cash funds shall be documented individually using an official state or agency form that notates at a minimum:
  - The fund custodian
  - The amount of the fund
  - The general purpose (change, expense, or other).

Uses of petty cash otherwise not indicated for the general purpose of the fund is prohibited. Any authorized expenditures from the funds require supporting documentation (receipts, invoices or sales slips).

On a monthly basis, both the fund custodian and a member of the business office must count all petty cash accounts from both local and state funds. Confirmation of the fund amount at the time of counting shall be documented in a formal log. Variances from the authorized amount shall be noted or supporting documentation for authorized expenditures provided. Variances will be reported to the Director of Business Operations.

All petty cash accounts must be replenished by June 30th of each year.