



PETTY CASH PROCEDURES

Petty Cash Guidelines:

- A Petty Cash Voucher is required with authorized signature, and receipt. The local campus Office Manager handles reimbursements by petty cash and is authorized to handle up to a \$200 expense. Expenses over \$200 must be approved by the Campus Pastor. Reimbursements should not occur without receipts and/or approving authority's signature.
- If the reimbursement is a gift from the Fellowship/Benevolence Fund, the recipient must sign the Voucher as proof of receipt of funds. **For gift cards of \$25 and up, the first and last name of the person(s) receiving the gift card need to be noted on the Voucher.**
- Petty Cash is intended to cover small purchases of an immediate nature. **Payroll and labor expenses should not be paid with petty cash.** (i.e., individuals/sole proprietors, contractors, childcare providers, guest speakers, performers) *If you are not sure if something falls under contract labor, please contact your central services accounts payable manager for clarity **before** releasing any funds.*
- When reimbursing an individual, please completely fill out the yellow voucher and ensure that the person being reimbursed signs the voucher.
- Petty cash statements should be submitted monthly to Central Services, and no later than the 4th of the following month. Replenishment of the petty cash pool will be provided within 5 days of receipt of the statements if all expenses are within the guidelines. It is recommended that the Campus submit a petty cash statement when ½ of your petty cash pool has been depleted so that you do not run out of petty cash. **Petty cash statements are required monthly even if no expenses have occurred in that month. This is required to document the petty cash amount on location.**
- Expenses are to be recorded in the month that they took place. Please use your discretion as it relates to receipts being turned in late, however **no** receipts are to be accepted and reimbursed after 90 days.
- In the event that a transaction is found to be out of compliance with the Petty Cash Guidelines, dual approval will be required in order to reimburse the full amount on the Petty Cash statement. The first signature required will be the campus pastor and the second signature required will be Isabel Gil/and or the Administrative Pastor.

Video Training: How to Complete Your Monthly Petty Cash Report

<https://www.youtube.com/watch?v=J122nUP3yW4>

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