**EDWIN FAIR COMMUNITY MENTAL HEALTH CENTER, INC.**

# ADMINISTRATIVE MANUAL

**PETTY CASH**

**PETTY CASH POLICY:**

Petty Cash funds shall be maintained at the following locations:

Perry SOC 100.00

Ponca City System of Care 100.00

Ponca City PACT 100.00

Stillwater Devon Street 200.00

Stillwater System of Care 200.00

Stillwater PACT 200.00

Total $900.00

**PROCEDURE:**

Petty Cash box shall be kept in a safe place and controlled by one person. The custodian shall be responsible for any losses in this fund.

The cash box shall be reconciled at each month end by custodian of the box and custodian will sign off on the reconciliation. An additional signature by a designated staff, the coordinator, or a member of management team will verify the reconciliation.

A Purchase Order or Flex Fund request will be place in the cash box PRIOR to any moneys being paid out, this will ensure accuracy of funds used. Receipts, invoices, cash register tapes, etc., shall be retained to substantiate disbursements from the fund and should be attached to the PO or request as soon as possible

Disbursements from the Petty Cash Funds **should not exceed $25.00** for a single expenditure without prior approval from a member of EFC Management Team. When funds are needed above that amount, and time permits a Flex Fund Request or Purchase Order shall be submitted to the Accounts Payable Clerk for processing of payment. Receipts for the payment shall be returned to the Accounts Payable Clerk for all purchases.

Each fund may be reimbursed when fund drops below 50% and on the last working day of the month. Fund reimbursement requests shall be forwarded to the Accounts Payable Clerk along with all supporting receipts/documentation for expenditures.