

<i>City of Commerce</i> Finance	Accounts Payable/Purchasing	SOP	204
Petty Cash Internal SOP		Version No	1.1
		Effective Date	12/15/2015

1.0 Purpose

The purpose of a Petty Cash request is to allow for the reimbursement or purchase of minor, small-dollar (less than \$100) unanticipated City business expenses, where the use of the alternative is neither feasible nor cost effective (e.g. parking expense, and purchase transactions that do not require a City credit card). City departments are required to use their City of Commerce Credit Card or to request reimbursement through the Warrant/Handwrite system rather than use Petty Cash if the total transactions exceed \$100.

2.0 Authority

The Finance Department is responsible for approving all Petty Cash requests.

3.0 Uses of Petty Cash

Reimbursements from Petty Cash are authorized for purchases and expenditures up to \$100 per transaction. Allowable uses:

- 1) Incidental supplies needed for department operations totaling less than \$100.
- 2) Local transportation (e.g. Taxi), parking and toll roads, total less than \$100 that may arise as part of a day trip on City business.

4.0 Petty Cash May Not Be Used For:

- 1) Personal Loans
- 2) Expenses incurred more than 30 days prior to the petty cash reimbursement request (anything older than 30 days must be reimbursed through the Warrant/Handwrite system).

5.0 Accounting

Reimbursement for Petty Cash must be for the exact amount of the expense. Splitting on transaction in excess of \$100 into several parts is not allowed. If Petty Cash transactions continue to exceed \$100 then City staff will use their City credit card. The continued use of splitting transactions to circumvent the Warrant/Handwrite system will not be allowed and will be reviewed by the Finance Director to approve the transaction. The Finance department has a limited amount of cash on hand; if multiple requests by a single user exceed all available cash then the Finance department will consolidate and convert the Petty Cash transactions that total over \$100 to a Warrant/Handwrite to the requesting staff at the discretion of the Finance Director.