



# *Operations Manual*

<b>Governed By:</b> Fiscal	<b>Effective Date:</b> 04/01/2013
<b>Procedure:</b> Petty Cash #1	<b>Updated Last:</b> July 2013
<b>Purpose:</b> To ensure petty cash is used in accordance with fiscal guidelines and in compliance throughout Early Childhood Centers.	
<b>Refer to Policy #:</b>	

## **Summary:**

Each center is issued a petty cash box with \$25 per class. Center managers are responsible for the contents of this box. When a purchase is made with petty cash:

- A receipt should go into the box showing the date of the purchase, the items purchased and the amount paid for these items.
- We do not reimburse for sales tax paid.
- The box and its receipts should be turned into fiscal for replenishing on a monthly basis.
- Receipts dated in March and received by fiscal after March 24th may not be honored, due to the end of the fiscal year.
- Any shortages in the box are the responsibility of the center manager.



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<b>Procedure:</b>	<b>Updated Last:</b>
<b>Purpose:</b>	

**Summary:**