



COUNTY OF SAN BERNARDINO
STANDARD PRACTICE

NO 6-2.10

ISSUE 7/98

BY Ron Quick

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EFFECTIVE 8/94

APPROVED

DEPARTMENT

BEHAVIORAL HEALTH

SUBJECT

PETTY CASH

James McReynolds
James McReynolds, Director

I. PURPOSE

To describe Petty Cash Fund procedures.

II. PROCEDURE

Petty cash transactions are handled in Fiscal Services, located in Building #3 on the Gilbert Street complex. Hours are 8:30 a.m. – 2:30 p.m. Monday through Friday. Employees are encouraged to contact Fiscal Services in advance to insure that staff are available.

Transactions involving the need for a petty cash check should allow one day for processing.

A. Obtain Approvals

The department is not obligated to reimburse employees for items purchased without the proper approvals. Purchases that exceed the requested amount are subject to non-reimbursement.

1. Purchases with a value of \$50 - \$250 require a completed and approved DBH Routing Slip (color pending) (See Attachment 1) and a completed and approved Petty Cash Transaction form (See Attachment 2).
2. Purchases with a value of \$49 or less require only a completed and approved Petty Cash Transaction form.

B. Limitations

1. Do not use the Petty Cash Fund for payment of any single item of expenditure in excess of \$250.
2. For departments serviced by Central Stores, make no disbursements for purchases of items available at Central Stores or on contract through blanket purchase orders.
3. Do not purchase equipment or fixed assets with Petty Cash Funds.
4. Make no disbursement, regardless of the amount, for employee travel expenses unless expressly authorized by the Auditor/Controller-Recorders Office.

C. Petty Cash Transactions

1. Petty Cash Advance

Cash advances to DBH employees will not exceed \$50, unless authorized by the Director or Assistant Director.

- a. Complete the top portion of *Petty Cash Transaction* form.
- b. Obtain approvals, and attach routing slip if applicable.
- c. Employee signs for cash received.
- d. After expending funds, employee submits original receipts, and unused funds to Fiscal Services.
- e. Fiscal Services completes *Petty Cash Transaction* form, verifies receipts and returned funds.
- f. Fiscal Services provides a copy of all paperwork to the claimant.

2. Petty Cash Expenditure

- a. Complete the top portion of *Petty Cash Transaction* form.
- b. Obtain approvals, and attach routing slip if applicable.
- c. Purchase the item and complete the bottom of *Petty Cash Transaction* form.
- d. Submit form to Fiscal Services with original receipt.
- e. Fiscal Services will verify receipts, reimburse claimant, and give claimant copies of all paperwork.

D. Petty Cash Checking Account

EMPLOYEE PURCHASES

No petty cash checks will be issued to DBH employees, unless specifically authorized by the Director or Assistant Director.

VENDOR PAYMENTS

Checks will be issued to vendors for all purchases with a value less than \$250.00, excluding those outlined in Section B – “Limitations.”

1. Checks

Checks will be prenumbered, imprinted with the official bank account title and will display the words “Void six months from issue date.” The checks will also provide for two signatures.

2. Account Balance

A balance of \$9,000 will be maintained in the Petty Cash Checking account and \$1,000 in cash will be maintained on site purchases of less than \$250.00.

3. Check Record

Fiscal Services will use Quicken software to print checks and to record transactions. The check register will be printed at the end of each work day and filed.

4. Bank Reconciliation

Fiscal Services will perform a monthly bank reconciliation within 5 working days of receipt of statement. The reconciliation will be performed by an Accountant or higher, who is not involved in the issuance of checks or petty cash. A copy of the completed report will be provided to the Deputy Director for Administrative Services.

5. Bank Account Records

Fiscal Services will maintain records consistent with the procedures outlined in the Internal Cash Control Manual produced by the Auditor/Controller-Recorder. Checks will be retained and filed in numerical order, upon completion of the reconciliation process. Deposit slips will be filed chronologically.

Number _____

PURCHASE REQUEST ROUTING SLIP (Petty cash purchases)

MANAGER REQUESTING APPROVAL, FILL OUT THIS SECTION:

PROGRAM _____

Pay Center _____

Pay Center Name _____

Item(s) Requested _____

Please turn in complete packet to **Director's Secretary** for processing. This packet must include a memo addressed to Betty Vaughn, Property Management, detailing your order, along with appropriate backup material (price quote, catalog page, etc.). *Missing items will result in delays in processing your request.* Director's secretary will route the packet through all necessary reviewers. Once approved, the paperwork will be forwarded to Property Management for ordering. A copy of the Purchase Request Routing Slip will be sent to you by the Director's Secretary once approved. The whole process should take **one to two weeks**.

If the request is not approved, a copy will be returned to the manager noting it as such. Also, some orders may be held pending further information, etc. This will also be noted on a copy of the form and returned to you; however, the original packet will remain at the Director's office.

Each expenditure form will have a number and the order will be tracked. Please submit only one original copy of your request to the Director's Secretary. **DO NOT** make separate copies to send to your Deputy, etc. This creates difficulty in tracking of requests.

FOR OFFICE USE ONLY

REQUIRED APPROVALS

Initial	Date		Initial	Date	
_____	_____	Deputy Director	_____	_____	Program Manager
_____	_____	Property Management	_____	_____	Assistant Director
_____	_____	Fiscal Review	_____	_____	Director
_____	_____	Automated Systems Analyst, R & E (computer and software purchases only)			

PURCHASE REQUEST STATUS

- _____ **CAO Approved**
- _____ **Completed copy sent to Manager**
- _____ **Not Approved**
- _____ **Director Hold**

