

H.) Petty Cash Policy

East Bay Charter Township
Petty Cash Policy

The treasurer shall maintain petty cash for small emergency purchases, reimbursements to employees, to pay for a service where payment is demanded prior to delivery and to make change for charges, sales and tax/special assessment payments at the township office.

Petty cash will not be used for purchases that exceed \$25.00. An employee may request up to \$25.00 to make a purchase. They will need to sign a petty cash request receipt (Exhibit A) upon request and then return the receipt from the purchase and any difference. Receipts from purchase should be attached to the request form. This will be noted on the petty cash request receipt and kept for use when the petty cash is replenished.

The amount of petty cash to be retained for the general fund shall be \$ 200.00. The amount of petty cash to be retained for the Property Tax fund shall be \$ 200.00.

The petty cash may be replenished prior to board approval as a pre-approved vendor by completing a Purchase Order with copies of the signed receipts attached.

Petty Cash Request Receipt

Date: _____

Person Requesting the Petty Cash: _____

Amount Requested: _____

Person filling the petty cash request: _____

Signature of Requester

Items Purchased: _____

Amount disbursed: _____

Total of Receipts: _____

Difference Returned: _____

Initials of who verified receipts: _____