I. Policy:

It is the policy of SJA to pay vendors and reimburse other expenses in a timely manner. To facilitate this a petty cash system of reimbursement is used to make small payments.

II. Procedures:

A. Payables for small items that either need, or could benefit from, cash disbursement are processed by the petty cash custodian.

B. Petty cash items may include reimbursements, and other small items needing expeditious purchase where producing a check is not practical.

C. To access petty cash an employee should complete a reimbursement request form and obtain supervisory approval.

D. The petty cash custodian will reimburse items in a timely manner.

E. To replenish petty cash, the custodian will reconcile the cash on hand and submit a petty cash reimbursement form. A check will be cut in the next accounts payable check run.
Petty Cash Request

Date: __ __ __ __ __

Payable to: _________________________________________

All receipts must be attached. Who/what were the items purchased for?
_________________________________________________

G/L# ________________________ Amt: ______________

G/L# ________________________ Amt: ______________

G/L# ________________________ Amt: ______________

G/L# ________________________ Amt: ______________

Amount requested: ______________

Requested by: ____________________________

Approved by: ____________________________ Date: __ __ __ __ __

Received by: ____________________________ Date: __ __ __ __ __