

PETTY CASH/Policy

ST. JOSEPH ACADEMY

Department:	FINANCE
Number:	200.1.14
Effective Date:	January 1, 2016
Review Date:	January 14, 2021
Revised Date:	January 24, 2020
Page:	1 of 2

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:

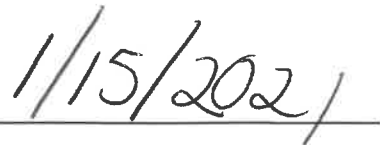
- A. Payables for small items that either need, or could benefit from, cash disbursement are processed by the petty cash custodian.
- B. Petty cash items may include reimbursements, and other small items needing expeditious purchase where producing a check is not practical.
- C. To access petty cash 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.

Approved by:



President/CEO

Date:



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: _____