

DIOCESE OF JOLIET FINANCIAL POLICIES

PETTY CASH FUND	POLICY	PAGE
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PROVISIONS

The purposes of establishing a petty cash fund are to facilitate the payment of various small expenses that are too cumbersome to be paid by check and to facilitate inter-unit operations:

In operating a petty cash fund the following guidelines on control should be followed:

- a. The fund shall be operated on an imprest basis which means that the amount established for the fund remains constant.
- b. The amount established for the fund should not be too small or too large but should be in an amount sufficient to cover small expenses over a specified period, e.g. two weeks or one month for a guessed fund amount of \$50 to \$100.
- c. A person, generally the secretary, shall be responsible for the fund's operation, safekeeping and replenishment.
- d. Expenses paid out of the fund should not be substantial.
- e. All expenses paid out of the fund should be duly supported by an approved petty cash voucher and other documents such as invoices, bills, receipts, etc.
- f. Approval of expenses paid out of the fund should be limited to the head of the unit concerned.

The operating procedures for a petty cash fund shall be as follows:

- a. When the fund is initially established, the Petty Cash Fund shall be drawn payable to the person responsible for the petty cash fund.
- b. Employees who wish to use the fund should fill out a Petty Cash Fund Voucher. Without the Petty Cash Fund Voucher, no payment out of the fund should be allowed.