

PATHWAYS ABILITIES SOCIETY

POLICY: PETTY CASH, PURCHASING AND REIMBURSEMENT

Applies to: All Personnel and Volunteers

PREAMBLE

Due to our commitment to spend our limited resources responsibly, all parties must be financially responsible when utilizing petty cash. Use coupons, purchase items on sale, plan and make a list.

POLICY

A petty cash fund is kept in specific service areas. The fund will be utilized under these guidelines:

- Any single expenditure requires prior authorization from the supervisor. Any single expenditure over \$50.00 requires prior authorization from the executive director or designate.
- The petty cash fund is used to purchase items for the service area, to pay for pre-scheduled activities, minor repairs, required staff attendance at functions and other incidentals.
- In the residential setting, the persons living in their homes will be involved in determining how, when and on what the monies will be spent.
- All purchases require a receipt or a reasonable explanation of why one is not available.
- All expenditures must be recorded, the receipts, and the petty cash form submitted to the finance department at month-end.
- All recordings or transactions must be printed.

Staff may use their own money and will be reimbursed, to purchase items for the society or individuals providing they have preapproval from their supervisor or manager. This includes coffee, lunches and supplies.

Effective/Revision Date

January 26, 2004
September 12, 2011
December 21, 2012
June 24, 2020

Board Approval

Date Approved

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