

PATHWAYS ABILITIES SOCIETY

POLICY: PETTY CASH, PURCHASING AND REIMBURSEMENT

Applies to: All Personnel and Volunteers

Original Approval Date: January 26, 2004

Date Board Approved: February 27, 2023

Replaces Policy Dated: June 24, 2020

Board Member's Signature

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:

- All purchases require approval of the immediate supervisor.
- Any single expenditure over \$100.00 requires the approval of 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 homes, 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. This however is not encouraged.