



Policy & Procedure

Subject: Petty Cash

Effective Date: mm/dd/yyrr

Last Modified: mm/dd/yyrr

Purpose: To ensure accurate accounting of the Petty Cash

Process: Daily

1. Enter the following on the Petty Cash Statement:
 - a. All Transactions
 - b. Date
 - c. New Balance
 - d. Initials
2. Attach receipts for any purchases to Petty Cash Statement.
3. Count all monies in the Petty Cash Drawer and enter amount in the balance column, and initial at the end of every day.
4. Obtain change as necessary.

Weekly

5. At the end of every week, count the Petty Cash Drawer and obtain verification initials from another staff member.
6. Remove the Petty Cash Statement from the book and give to Manager.