

POLLY ANN TRAILWAY MANAGEMENT COUNCIL

IMPREST PETTY CASH PROCEDURES

Definitions

An Imprest Petty Cash Fund, commonly referred to as petty cash, is a fixed and appropriate amount of money authorized for minor disbursements by a custodian. The principal purpose of the fund is to reimburse minimal cash payments for authorized Polly Ann Trailway Management Council (Council) expenditures.

Fund establishment:

The imprest petty cash fund will be established and maintained in the Council's office. The Trail Manager will be the primary custodian, with alternates designated as appropriate. The custodian and alternates must be the Trail Manager or a Council member. The fund level will be determined by the Council and will be based on the estimated activity.

Purpose

The purpose of the petty cash fund is to reimburse for out-of-pocket expenditures that do not exceed \$25.00 and are subject to the following restrictions.

These expenditures do NOT include the following:

- Items that can be purchased from a vendor with whom we have a charge account
- Meals, parking, gas, car washes, recreational programs, or any other expense that should appropriately be requested on an Expense Report.
- Travel advances

Examples of items that could be acceptable for reimbursement may include various items for a special event, shipping charges, emergency repair items, or minor office supplies not readily available.

Procedure

The imprest petty cash fund will be located in the Council's office. A receipt for an allowable reimbursement must be obtained. It must contain the following information: vendor, date, description and amount.

The fund will be replenished on an as-needed basis, but will be restored to its original amount at least quarterly.

ADOPTPED AT POLLY ANN COUNCIL MANAGEMENT MEETING: April 15, 2009

Council President _____, Matthew A. Gibb