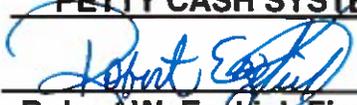


MOUNTAIN BROOK FIRE DEPARTMENT	
POLICY NO. <u>106.01</u>	VOLUME: <u>I</u>
SUBJECT: <u>PETTY CASH SYSTEM</u>	
SIGNED:  Robert W. Ezekiel, Fire Chief	<u>2/9/2010</u> Revised

SCOPE AND PURPOSE:

This policy is to establish a fire department petty cash box system. The policy is being implemented to speed the purchase of small items required for the day to day operations of the fire department. This policy gives the officers and staff the ability to act on small emergency purchase needs in a proactive and timely fashion, and additionally will reduce some minor paperwork (purchase orders) at the same time.

POLICY:

It shall be the policy of this department to use the petty cash system to make emergency purchases of fifty dollars (\$50) or less. This will expedite the purchase of materials at locations that do not have a charge account with the city. It will also lessen the paperwork on purchases of less than ten dollars (\$10) at stores that do allow us to purchase on credit. Furthermore, it will allow personnel who use their personal monies to get reimbursed in an expedient manner.

DEFINITIONS:

Authorized purchase - a purchase, authorized by the Shift Commander, and made by the shift commander, lieutenant, or other firefighter authorized to do the required purchasing. The item purchased must be entered on the petty cash receipt by name and a sales ticket must accompany the petty cash receipt. The Petty Cash will be located and maintained by the Administrative Assistant for the purpose of accountability.

Petty Cash Audit - a routine audit will be conducted by the Administrative Assistant at the end of each month and will be refilled as necessary (less than \$50). Non-scheduled audits can be expected at any time.

Funded Amount - There shall be a sum of \$150 allocated to the system.

MOUNTAIN BROOK FIRE DEPARTMENT

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PROCEDURAL STEPS

1. Notify the Shift Commander of the intent to purchase. He will verify with Administrative Assistant the ability of the cash box to fund the purchase and give authorization.
2. Purchase the required item (s) up to \$50 in value.
3. Bring the receipt(s) to the Administrative Assistant to place in the petty cash box.
4. Fill out the Petty Cash Voucher book with the information required.. (note the samples supplied)
5. The Administrative Assistant will insert the voucher and store receipt in the cash box, and remove the correct amount of bills and change.
6. To fill out the Petty Cash receipts correctly, look at the examples included.
7. Once cash has been removed from the box, the transaction is not complete until it has either been returned or it has been receipted. All transactions will be completed by 5 pm.
8. Purchases made during the weekend will be reimbursed the following week.

Note: This fund is not established for the purpose of making loans of any type. Loan transactions from this fund are strictly prohibited.

EXAMPLES:

Listed on the next page.

EXAMPLES

EXAMPLE ONE

WHEN?

WHAT?

PETTY CASH

DATE	5-18-94	FOR	Westwood Auto Parts
AMOUNT	\$ 8.65		1665 CENTER POINT Rd
APPROVAL	CAPT SELF		1- headlight for CAR 7
ACCOUNT			2- headlight SCREWS
NUMBER [INVOICE NUMBER]		RECEIVED BY	Lt. H.V. Mayr

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Authorization →

EXAMPLE TWO

who?

where?

PETTY CASH

DATE	5-21-94	FOR	Office Depot
AMOUNT	\$ 10.16		300 CRESTWOOD Blvd.
APPROVAL	Capt. Hill		1- Pencil Sharpener
ACCOUNT			for STATION # 1
NUMBER	INV. 123456		(replace broken one)
		RECEIVED BY	Lt. D Friday

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Why?