



MOUNTAIN BROOK FIRE DEPARTMENT

POLICY NO. 106.01 VOLUME: 1

SUBJECT: Petty Cash System

SIGNED: _____ DATE: 1/29/2019 - revised
Chris J. Mullins, Fire Chief

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.

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 or Chief Officer**, and made by Fire Department personnel authorized to do the required purchasing. The Petty Cash will be located and maintained by the Administrative Assistant for the purpose of accountability and the receipt(s) should be signed by the purchaser and given to the Administrative Assistant also.

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.

PROCEDURAL STEPS

1. Notify the Shift Commander or Chief Officer of the intent to purchase. They will verify with the 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 signed receipt(s) to the Administrative Assistant to place in the petty cash box.
4. The Administrative Assistant will reimburse the employee with cash from the box, if available, or process the receipt for reimbursement via check.
5. 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

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from this fund are strictly prohibited.