

Procedures for Petty Cash

The following procedure is to be followed for distributing and balancing petty cash.

Petty Cash

The Park District has one (1) petty cash location at the John Hedges Administration Building. Petty cash purchases and reimbursements are limited to \$35.00 or less. The Park District encourages all purchases to be made by Park District-issued procurement cards whenever possible, including for purchases larger than \$35.00.

Every petty cash reimbursement request must be directed towards the Finance Manager who will fill out a reimbursement form and collect proof of purchase (receipts, registration form, etc.). Reimbursement will not be given without proof of purchase.

The bank of petty cash is to be balanced monthly to \$500.00 and replenishments are to be handled monthly through the Park District's bill paying procedures.