

CARMICHAEL WATER DISTRICT

Regulations Manual

REGULATION TITLE: **Use of Petty Cash Fund for District Expenditures**

REGULATION NUMBER: **3010**

- 3010.10** The purpose of this regulation is to provide guidelines to the Carmichael Water District's ("District") General Manager concerning the establishment and administration of a petty cash fund ("Fund") to pay for certain expenses incurred for the operation of the District.
- 3010.20** All purchases made for the District by staff shall be authorized by the General Manager, or Finance Director and shall be in conformance with the approved District budget. All such expenses will be publicly reported to the Board in the appropriate periodic financial reports prepared by management.
- 3010.30** The Fund shall be established and maintained by the District's Finance Director with a maximum balance of \$150.00.
- 3010.31** Cash from the Fund may be advanced upon approval by the General Manager or Finance Director to a District employee. The employee shall make the request on a written disbursement request form signed by the employee and his or her supervisor. The request form shall identify the items or services to be procured and their purpose relating to District business. After the item or service has been obtained, the employee shall submit a receipt for the expenditure and any unexpended portion of the funds advanced to the Finance Director or his/her designee. The maximum cash advance from the Fund shall be \$50.00. Any expenditures for District operations by any employee in excess of \$50.00 shall be made in accordance with the District's purchasing regulation.
- 3010.32** No personal checks shall be cashed in the Fund, nor shall the Fund be used for any personal expenses.
- 3010.33** The District's annual independent accounting audit shall include a procedure to audit the Fund.
- 3010.40** If an employee incurs an "out-of-pocket" expense for items or services directly relating to District operations costing \$50 or less, he or she may submit a written request for reimbursement from the Fund within 30 days. The reimbursement request shall be signed by the employee and his/her supervisor and be accompanied valid receipts and any work order or other validating documentation. Upon approval of the reimbursement request by the Finance Director, the employee will be reimbursed from the Fund.