

Valley Byliners Petty Cash Policy

Article I – Purpose and Definition

The purpose of the Petty Cash Policy is to define the operating parameters for the following Petty Cash Fund(s):

- President's Petty Cash Fund - \$50

Article II - Uses

The Petty Cash Fund may be used for any expenditure defined in the budget as approved at the time of expenditure, including approved amendments. Expenditures for items outside the scope of the approved budget are discouraged and reimbursement or denial for reimbursement will be at the discretion of the Board.

Article III - Reimbursements

When the funds remaining in a Petty Cash Fund are below 50%, the purchase receipts may be turned over to the Treasurer at which time the Treasurer will issue a check to replenish the Petty Cash Fund.

Article IV – Disposition of Petty Cash Fund Upon Departure

At the time that the individual leaves the Valley Byliners and/or the position for which the Petty Cash Fund was established, the individual must return the full amount of the Petty Cash Fund (combination of cash and reimbursable receipts) to the Treasurer.