

CITY OF LAS VEGAS
ADMINISTRATIVE REGULATIONS



SUBJECT: Petty Cash Purchase

ADMINISTRATIVE NUMBER: A-11-189
REVISION:
SUPERSEDES: All
EFFECTIVE DATE: 1/10/11
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APPROVED BY:


Timothy P. Dodge, City Manager

- I. **PURPOSE:** The purpose of this Administrative Regulation is to set forth the conditions governing the process in issuing Petty Cash.
- II. **OBJECTIVE:** The primary objective is to adhere to Resolution 07-41 Procurement Code.
- III. **POLICY:**
 - A. Department/Office/Division Directors may authorize the use of petty cash funds for purchases costing up to \$100 that are necessary, business hospitality expense, emergency item(s), infrequent in nature, or cannot be purchased with a purchase order. The City Manager may authorize a higher amount up to \$500 when deemed appropriate.
 1. Abide by Resolution 07-41- 2.4 Small Purchases.
 2. Abide by Resolution 07-41-3.0 Exemptions from the Procurement Code.
 - B. Custodial of Petty Cash shall be the Finance Department designee will be General Accountant(s). (In the absence of the General accountant a designee will be appointed by the Finance Director).
 - C. Petty cash purchases will not be used if other purchasing procedures apply.
 - D. A City purchase order shall be used as a first option when purchasing small dollar items. If a purchase order cannot be used to obtain the item, then petty cash funds can be used for the purchase.

IV. PROCEDURE:

- A. The petty cash custodian may use up to \$100 per transaction to pay for a purchase or to pay an invoice.
- B. At all times, the total of cash-on-hand plus the amount of any authorized receipts and paid invoices will equal the total amount of the petty cash fund.
- C. Petty cash funds will not be used for unauthorized transactions including:
 - 1. Cashing personal or third party checks.
 - 2. Loans and cash advances.
 - 3. Purchasing items or services for personal use.
 - 4. Purchasing items or services not permitted by purchasing policy
 - 5. Paying for purchases with a total cost greater than \$100 (unless authorized by City Manager).
- D. The employee who receives the purchased item or service will sign the receipt or paid invoice. The petty cash custodian will use the Finance Department's Check Request form to prepare petty cash reimbursement requests as needed. Each check request will list the accounts the reimbursement is to be charged to and the amount to be charged to each account. The original copy of all receipts and invoices being reimbursed must be attached to the check request. Each receipt and invoice must clearly indicate that the amount has been paid. The fund custodian will ensure that a clear description of the item or service that was purchased appears on each receipt or invoice.
Requests for petty cash reimbursement will be approved by the Department/Office/Division Director after which the request will be forwarded to the Finance Department for payment.
- E. Petty cash funds will be audited periodically by City Finance Administration, or the Office of Management.
- F. The Custodial shall ensure that the petty cash fund is kept in a safe and secure location.

ATTACHED TO THIS ADMINISTRATIVE REGULATION IS THE CHECK REQUEST/PETTY CASH FUND FORM.

**CITY OF LAS VEGAS
PETTY CASH REQUEST FORM**

Amount advanced: \$ _____ **OR** Amount used: \$ _____

Name _____

Nature of expenditure: _____

For accounting use only: (charge to line #) _____

Employee's Signature (Upon receiving cash)

Date

Supervisor's Signature

Date

Custodial Signature

Date

Finance Director

Date

City Manager (Advances and over \$100 – **ONLY**)

Date

ALL PETTY CASH REQUEST FORMS MUST BE ACCOMPANIED BY RECEIPT(S).