

NOTICE OF REVISION/CHANGE

TO

POLICY AND PROCEDURE MEMORANDUM #21

SUBJECT: PETTY CASH PROCEDURES

TO: ALL POLICY & PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: JUNE 26, 1981; REVISED JULY 19, 1985; REVISED JANUARY 19, 1993

REVISION DATE: DECEMBER 18, 2003

This revision supersedes and replaces all previous information included in PPM #21 originally issued June 26, 1981. The current PPM is to be replaced in its entirety by this revised issue.


ASSISTANT SECRETARY

This is revision No. 3 of this PPM with an original effective date of June 26, 1981.

IMPORTANT:

Insert this revision notice in the PPM file preceding all other information on this subject in order to maintain a current document file.

POLICY AND PROCEDURE MEMORANDUM NO. 21

SUBJECT: PETTY CASH PROCEDURES

TO: ALL POLICY AND PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: JUNE 26, 1981

POLICY: To establish a clear and concise procedure for the use and reimbursement of petty cash funds. Petty Cash will be used for the float used in the Central Reservation and Revenue Reporting System, the purchase of stamps (when approved by the Administrative Office), incoming freight, Annual Motor Vehicle Safety Inspection Stickers and small purchases under \$5.00. No supplemental will be processed for purchases under \$5.00.

PROCEDURE: The following procedure issued to process expenditures made out of a Petty Cash Imprest Fund.

- A. Obtains a receipt (invoice) from vendor after authorized purchase is made. A separate receipt must also be included from the post office, not just stamp.
- B. Prepares a FACS Form 1002, Petty Cash Receipt, and obtains appropriate approval. (Exhibit I) The Received By and Approved By must be two different employees. The same person cannot sign both blanks.
- C. Attaches the FACS Form 1002 to the invoice.
- D. Delivers vendor invoice and attached FACS Form 1002 to the Imprest Fund Custodian.
- E. Audits FACS Form 1002 to ensure that it has been properly coded and approved.
- F. Reimburses employee for amount shown on FACS Form 1002.
- G. Records on FACS Form 1003, Petty Cash Expenditure Summary, all required information as shown FACS Form 1002. (Exhibit II) Each FACS Form 1002 should be listed on separate line on the Summary. *Refer to Expenditure Codes.
- H. Cancels FACS Form 1002 and Invoice by perforation, stamping, or writing in ink: "PAID" across the face of each receipt and invoice.
- I. At end of month the Imprest Fund Custodian totals and completes FACS Form 1003, sends FACS Form 1003 and cancelled FACS Form 1002 Petty Cash Receipt and Invoices to District Manager and the Administrative Office for reimbursement. All submissions must total more than \$5.00.

A reasonable period (30-60 days) should be allowed for the reimbursement process to be completed. Reimbursements are usually requested on a monthly basis, unless no activity has taken place.

Any theft, loss, or destruction of any or all of the petty cash fund must be properly documented and a statement concerning the situation forwarded to the Administrative Office.

The Custodian is deemed personally liable for any misuse of the petty cash fund. No exceptions are permitted.

Note: When submitting Petty Cash Expenditure Summary FACS Form 1003 be sure original amount of fund and cash on hand is recorded, and amount of this request equals receipts attached.

In order to update our petty cash information assigned to each park and to update custodian, fill out Official Petty Cash Report Form OMF-0014 any time additional petty cash is assigned or the custodian changes. On June 30th of each year this form must be filled out for auditing purposes. (Exhibit III)

Exhibit I

STATE OF LOUISIANA FACS 1002 (6-74)		PETTY CASH RECEIPT				RECEIPT NO.	
Agency Name		DCRT/OSP/Chicot State Park				0001	
COST CENTER	OBJECT	OBJ. DTL.	PROJECT	AMOUNT		DESCRIPTION OF ITEMS	
6463	2770		4427	10 00		Inspection Sticker	
Check No.			Amount of Check			Check Date	
Received By	[Signature]		Date	12-05-03		Title	RAM 3
Approved By	[Signature]		Date	12-05-03		Title	District Manager

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Exhibit II

STATE OF LOUISIANA
FACS 1003 (6-74)

PETTY CASH EXPENDITURE SUMMARY

PAGE _____ OF _____

Agency Name	Date Submitted	Check Requisition No.
Custodian	Period Covered	
Location	From _____	
	To _____	

CASH RECEIPTS NO.	DATE	ORGANIZATION	OBJECT	OBJ. DTL.	REPORTING CATEGORY	AMOUNT
0001	07/09	26462	2770		4427	\$10.00
TOTAL THIS PAGE						\$10.00
TOTAL THIS SUMMARY						\$10.00
*PLUS REIMBURSEMENTS IN TRANSIT (*Check Request Not Received)						
PLUS CASH ON HAND						\$140.00
TOTAL PETTY CASH FUND						\$150.00

Exhibit III

Revised July 20, 2000

DEPARTMENT OF CULTURE, RECREATION AND TOURISM
Office of Management and Finance
OFFICIAL PETTY CASH REPORT

Date of Request: ____/____/____	Location (Facility or Unit):_____
Agency:_____	Office Address: _____
Petty Cash Custodian:_____	_____

Reason for Request :			
<input type="checkbox"/>	a.) Establish New Petty Cash fund (New location)	<input type="checkbox"/>	c.) Annual Petty Cash Verification
<input type="checkbox"/>	b.) Increase/Decrease in Petty Cash Fund	<input type="checkbox"/>	d.) Change in Petty Cash Custodian

<u>Establish New Petty Cash Fund</u>	<u>Increase/Decrease in Petty Cash Fund</u>
Amount Requested \$ _____	Current Amount \$ _____
Amount Issued \$ _____	Increase/Decrease \$ _____
	Revised Amount \$ _____
Requested by: _____	Requested by: _____
Received by: _____	Received by: _____
Petty Cash Custodian	Petty Cash Custodian

<u>Annual Petty Cash Verification / Change in Petty Cash Custodian</u>			
Date of Reconciliation ____/____/____:			
1.	Total Actual Petty Cash on Hand:	\$	_____
2.	Total Petty Cash Reimbursements in Transit (requested, not yet received):	\$	_____
3.	Total Petty Cash Receipts (reimbursement not yet requested):	\$	_____
4.	Total Petty Cash Fund:	\$	_____
Completed by: _____		Verified by: _____	
Current (or Outgoing)		Incoming Petty Cash	
Petty Cash Custodian		Custodian	
Date		Date	
(Required for Change in Custodian only)			

Required for all requests:

Approved by: _____	Approved by: _____
Immediate Supervisor	Assistant Secretary
Date	Date

Required for Annual Petty Cash Verification or Change in Petty Cash Custodian:

Reviewed by: _____	Reviewed by: _____
OMF	Fiscal Officer
Date	Date

Required for termination or retirement of Petty Cash Custodian:

Final payroll check released by: _____
Payroll Accountant
Date