

**DEPARTMENT OF CULTURE, RECREATION, AND TOURISM**  
**Office of Management and Finance**

OMF-PPM# - PC-2

Effective Date: 08/01/2018

Revision Date: 06/23/2021

**PETTY CASH REIMBURSEMENT**

**PURPOSE**

A petty cash fund is established to provide an agency with cash to be used for small purchases, expenses that cannot be paid for through normal accounts payable process and/or to provide startup cash for Point-of-Sale stations. Disbursements, reimbursements, and reconciliation of such fund ensure security of funds.

**PROCEDURES:**

**Agency**

1. Petty cash expenditures at the agency level should be for small amounts of \$50.00 or less for items not readily obtainable with a LaCarte purchasing card. Agency procedures for petty cash disbursements will be followed by the petty cash custodian.
2. When reimbursement is necessary, the petty cash custodian prepares Petty Cash Expenditure Summary (located on Channel Z eforms) and submits it to the agency designated for approval and transmittal to OMF.
3. Reimbursements must be requested at or before June 30 to restore petty cash fund to the approved level

**OMF – Budget Analyst**

1. Date stamps request
2. Budget approves request, submits to Accounts Payable or disapproves, returns to agency for more information.

**OMF – Accounting**

1. Processes reimbursement in LaGov as a single check.
2. Routes to supervisor for payment approval