

REDBUD HEALTH CARE DISTRICT PROCEDURE

Title: Petty Cash Fund

1.0 Purpose

To establish and define the usage requirements for a Redbud Health Care District petty cash fund.

2.0 Petty Cash Fund

2.1 The Administrative Manager shall establish a Petty Cash Fund in the District office with a cash availability not to exceed \$100.

3.0 Usage

3.1 Normally, District financial obligations will be paid by check. However, if the Administrative Manager or a Board member procures an individual item for \$20 or less, or, a total number of items not to exceed \$50, reimbursement may be from the Petty Cash Fund, if requested.

3.2 All requests for reimbursement must be accompanied by an appropriate receipt or receipts indicating the item(s) being reimbursed, where procured, the amount and the date.

3.3 If the Petty Cash Fund falls below \$50, the Administrative Manager shall reestablish the \$100 value by writing a check with two approved signatures against the District Operating Account.

Approved by _____
President, Board of Directors

Date _____