

City of Saratoga Springs

IV. PETTY CASH

Office of Finance

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Amended June 20, 2006
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Amended July 21, 2009
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Amended July 19, 2011
Updated August 7, 2012
Updated June 18, 2013

IV. PETTY CASH

Petty Cash Funds are maintained in the Finance Office and Community Development Office, and at the City Center, and in other city departments/entities as Finance deems necessary. These funds are available for the reimbursement of nominal expenditures made by city employees on behalf of the City of Saratoga Springs. Such expenditures include, but are not limited to:

- Travel Expenses, e.g., ~~Personal Vehicle Mileage~~, Hotel, and Meals
- Postage and Shipping
- Emergency Purchases, e.g., Computer Parts, Office Supplies
- Start-up cash (cash bank) for Summer Parking Program.

While these expenditures may have incurred a sales tax, sales tax is not reimbursable, except under extreme circumstances as determined by the Purchasing Division of the Accounts Department.

A. Petty Cash Policy

1. Right to Refuse. The Department/Office reserves the right to refuse any amount that seems unreasonable, or would deplete the Petty Cash Box. Anyone who cannot be accommodated through the Petty Cash System may use the vouchering system, with reimbursement made payable to that individual.
2. Reimbursement Deadline. Vouchers to reimburse Petty Cash must be submitted to Purchasing within one month. Late reimbursement vouchers will result in the discontinuation of Petty Cash privileges until the vouchers are submitted. Consistently late reimbursement vouchers may, at the discretion of the Department/Office, result in the permanent loss of Petty Cash privileges.

B. Petty Cash Procedure

The following is the procedure for a city employee seeking reimbursement from petty cash for an allowed purchase, as defined above:

1. Evidence. The employee seeking reimbursement provides the Department/Office with evidence of the purchase, e.g., mileage reimbursement form; dated receipt from Vendor.
2. Receipt. The Department/Office prepares a Petty Cash receipt or maintains a log of disbursements. The receipt/log includes:
 - the date
 - amount
 - a brief explanation for the expense
 - the signature of the reimbursee
 - the signature of the department head

- date vouchered for City reimbursement
3. Signatures Required. The employee who is receiving the Petty Cash must sign the receipt on the “received by” line. The Department/Office must also sign the receipt, on the “approval line”.
 4. Receipts Distributed. The reimbursee keeps the original Petty Cash receipt. The Department/Office retains a duplicate receipt in Petty Cash Book. The “evidence”, i.e. the mileage reimbursement form, dated receipt from Vendor, etc. is returned at this time to the reimbursee.
 5. Voucher Required. The reimbursee (or their department personnel) prepares a voucher for the amount taken out of Petty Cash for reimbursement. The original “evidence”, i.e. sales receipt, mileage reimbursement form, etc., and the original Petty Cash Book receipt are attached. The Voucher and attachments are submitted to the Purchasing Division, for inclusion on the next available warrant.
 - a. Deadline. Vouchers to reimburse Petty Cash must be submitted to Purchasing within one month. Late reimbursement vouchers will result in the discontinuation of Petty Cash privileges until the vouchers are submitted. Consistently late reimbursement vouchers may, at the discretion of the Department/Office, result in the permanent loss of Petty Cash privileges.
 6. Reimbursement to Petty Cash. A warrant check is issued per the voucher, cashed, and the funds placed in the petty cash box. Prior to cashing the warrant check, the vouchers are reconciled to the Petty Cash Book, and the Department/Office copies of the Petty Cash Book receipts are dated and stamped paid.
 7. Petty Cash Reconciliation. The Department/Office shall reconcile the Petty Cash Box once a week or when each Petty Cash reimbursement occurs, as follows: Total Cash on Hand + Total Petty Cash Receipts = Total Petty Cash. Any discrepancies shall be investigated and rectified. Unresolved discrepancies shall be brought to the immediate attention of the Director of Finance.