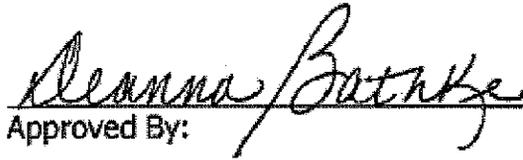


Policy Title:	Petty Cash				
Policy Number:	2.011	Version:	2.0	Effective Date:	03/30/2009


Approved By: _____

3/30/09
Date Approved

Overview

Description:

Each of the homes in SOCP will maintain accurate documentation sufficient to support receipt of funds and the expenditures of funds within their petty cash accounts. Security procedures will be followed to safeguard cash on hand.

Purpose/Rationale: Petty cash is used for small repairs, emergency and non-emergency expenditures.

Applicability: DHS. Petty cash is used when VISA is not accepted.

DHS-040-013 (10/01/08) Is applicable to all DHS employees directly or indirectly responsible for accepting, receiving, depositing, processing or reporting monies in the possession of, or controlled by, DHS.

Failure to Comply: The Site Manager will be held responsible for missing or misuse of funds. DHS-040-013 (10/01/08) supersedes all previous cash receipting/depositing and other related policies and procedures issued by DHS divisions, sections, units, branches, or field offices. Failure to comply with this policy and related procedures may result in disciplinary actions, up to and including dismissal.

Policy

1. The maximum amount of petty cash a house may have on hand is determined by the need of the home and requires approval from the Program Manager and Program Director. The Program Director will be responsible to make the final decision when there is a question of appropriateness of use of petty cash.
2. Examples of allowable expenditures (not limited to) for Petty Cash are: Household repairs and supplies, groceries (emergency and non-emergency), client behavioral, recreational and/or vocational incentives, bus/swim passes, staff costs for accompanying client into events/meals, parking fees related to a client outing and staff training.
3. Examples of non-allowable expenditures (not limited to) for Petty Cash are: staff birthday parties, staff recognition, etc.
4. Whenever possible, if there is an option to use a VISA card in lieu of petty cash, it should be used. This reduces the number of times petty cash must be replenished. SOCP must maintain the petty cash ledger for 6 years. When retention period expires, the documents

must be destroyed/placed in the confidential recycle barrel(s).

5. DHS Financial Services will review submitted documentation to determine if requested replenishment of petty cash funds is adequately supported and whether expenditures were for allowable purposes.

Procedure(s) that apply:

- 2_011_01, New Home Opening
- 2_011_02, Discontinuing Petty Cash Funds
- 2_011_03, Dispensing of Petty Cash
- 2_011_04, Replenishment of Petty Cash
- 2_011_05, Security of Petty Cash
- 2_011_06, Increasing or Decreasing Petty Cash Funds

Form(s) that apply:

- Attachment A: DHS 4575 Petty Cash Ledger (03/09)
- Attachment B: DHS 4558 Disbursement of Weekly Incentive Money (01/07)
- Attachment C: DHS 4578 Transaction Slips (04/08)
- Attachment D: DHS 4662 Acknowledgement of Money Received (04/09)
DHS 4652 \$100 and Over Purchase Request Form (09/08)
ABOJ Access Codes - Tool (03/09)
Petty Cash Error Memo - Tool (03/09)

Reference(s):

ORS 293.180, AFSCME Contract and DHS-040-013 (10/01/08)

Contact(s):

SPD/SOCP Business Manager

Phone: 503-378-5952 ext. 239

FAX: 503-378-5917

Email: Subject line - SOCP Policy elaine.m.stauffer@state.or.us

Policy History:

- **Version 1.0:**
 - 05/16/1997
 - 07/01/2004 (Revised)
- **Version 2.0:**
 - 12/01/2007 (Revised) - 03/30/2009 (Revised)

Keywords:

Petty Cash, Money Received, Incentive Money, Money Safeguards, Missing Funds, Misuse of Funds.

Procedure Title:	New Home Opening		
Procedure Number:	2.001.01	Version:	2.0
		Effective Date:	03/30/2009

Elaine M. Stauffer
Approved By: _____

3/30/09
Date Approved _____

Procedure

Step	Responsible Party	Action
1.	Program Manager	Two weeks prior to opening a new home determine the maximum amount of petty cash needed and notify support staff.
2.	Office Support staff	Prepares the DHS Financial Services letter requesting to start a new petty cash fund. a. Obtains the sign off/signature from SOCP Director. b. Sends the signed letter to DHS Financial Services.
3.	DHS Financial Services	Create necessary information within DHS accounting system for the new petty cash fund and issues check.
4.	Site Manager or Petty Cash Custodian (PCC)	Responsible for cashing check and maintaining fund. NOTE: Site Manager is responsible for submitting a list of Petty Cash Custodians to Central Office Support Staff each time they change.
5.	Office Support staff	Forwards list of House Petty Cash Custodians to DHS's SOCP assigned "Reconciliation and Inventory Accountant."

Policy that applies:

011 Petty Cash, DHS-040-013 (10/01/08), DHS-FS03 Financial Services – Petty Cash (01/00), Oregon Accounting Manual (OAM)

Form(s) that apply:

- Attachment A: DHS 4575 Petty Cash Ledger (03/09)
- Attachment B: DHS 4558 Disbursement of Weekly Incentive Money (01/07)
- Attachment C: DHS 4578 Transaction Slips (04/08)
- Attachment D: DHS 4662 Acknowledgement of Money Received (03/09)
- DHS 4652 \$100 and Over Purchase Request Form (09/08)
- ABOJ Access Codes - Tool (03/09)
- Petty Cash Error Memo - Tool (03/09)

Contact(s):

SPD/SOCP Business Manager Phone: 503-378-5952 ext. 239 **FAX:** 503-378-5917
Email: Subject line - SOCP Policy elaine.m.stauffer@state.or.us

Procedure/Policy History:

• **Version 1.0:**

- 05/16/1997
- 07/01/2004
(Revised)

• **Version 2.0:**

- 12/01/2007 (Revised) - 03/30/09 (Revised)

Keywords:

Petty Cash Custodian, Maintaining Funds, DHS Financial Services, Accounting system.

Procedure Title:	Discontinuing, Increasing and Decreasing Petty Cash Funds		
Procedure Number:	2.011.02	Version: 2.0	Effective Date: 03/30/2009

Deanna Batzke
Approved By: _____

3/30/09
Date Approved _____

Procedure

Step	Responsible Party	Action: Discontinuing Petty Cash Funds
1.	Site Manager	Review and reconcile the Petty Cash Ledger. Sign off indicating accuracy. <ul style="list-style-type: none"> • Purchase a money order (you can use Petty Cash for the purchase of the money order) for the remaining cash on hand. • Bring reconciled ledger and money order to Program Manager.
2.	Program Manager	a) Review and sign off on Petty Cash Ledger indicating accuracy and authorizing closure of the fund. b) Turn in to designated Office Support Staff for final internal audit of account and submission to Financial Services for processing.
3.	Office Support	Verify accuracy of Petty Cash running a calculator tape to attach to the ledger for final closure. If ledger is not accurate, return to Program Manager to review and pursue corrections. <ul style="list-style-type: none"> • Letter is drafted to DHS Financial Services and signed by SOCP Director. • Copy ledger, (3) copies of signed letter and check/money order. • Place <u>copies</u> of ledger, signed letter and check in the closing home's file. • Actual check/money order and a <u>copy</u> of the letter are sent to "DHS Receipting and Trust." • Original letter, ledger, receipts and <u>copy</u> of check/money order to SOCP assigned "Reconciliation and Inventory Accountant."

Step	Responsible Party	Action: Increase or Decrease Petty Cash Funds
1.	Site Manager	Discuss with Program Manager rational for needing an increase or decrease in house Petty Cash fund.
2.	Program Manager	Notify Office Support of approval for increase or decrease for a homes Petty Cash fund. Turn in the final approved request (for the increase or decrease) to Central Office Support Staff's final internal audit of account and submission to DHS SOCP assigned "Reconciliation and Inventory Accountant."

3.	Central Office Support Staff	<p>The request to an increase or decrease petty cash requires the SOCP Director's signature be forwarded to DHS Financial Services.</p> <p>a) Verify accuracy of Petty Cash. Run a calculator tape to attach to the ledger.</p> <p>b) If ledger is not accurate, return to Program Manager to review and pursue corrections.</p> <p>c) Submit to DHS Financial Services notifying them of the change.</p> <p>d) Submit a copy to SPD/SOCP Payment Technician.</p> <p>NOTE: Petty Cash must be spent down to approximately 1/2 of the maximum:</p> <ul style="list-style-type: none"> • If request is to increase from \$250 to \$300, spend down to approximately \$150 before submitting your request. • If request is to decrease from \$300 to \$250, spend down to approximately \$125 before submitting your request.
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Policy that applies:

011 Petty Cash, DHS-040-013 (10/01/08), DHS-FS03 Financial Services – Petty Cash (01/00), Oregon Accounting Manual (OAM)

Form(s) that apply:

- Attachment A: DHS 4575 Petty Cash Ledger (03/09)
- Attachment B: DHS 4558 Disbursement of Weekly Incentive Money (01/07)
- Attachment C: DHS 4578 Transaction Slips (04/08)
- Attachment D: DHS X4662 Acknowledgement of Money Received (03/09)
DHS 4652 \$100 and Over Purchase Request Form (09/08)
ABOJ Access Codes - Tool (03/09)
Petty Cash Error Memo - Tool (03/09)

Contact(s):

SPD/SOCP Business Manager Phone: 503-378-5952 ext. 239 **FAX:** 503-378-5917
Email: Subject line - SOCP Policy elaine.m.stauffer@state.or.us

Procedure/Policy History:

- **Version 1.0:**
- 05/16/1997 - 07/01/2004 (Revised)
- **Version 2.0:**
- 12/01/2007 (Revised) - 03/30/09 (Revised)

Keywords:

Petty Cash Custodian, Maintaining Funds, DHS Financial Services, Accounting system.

Procedure Title:	Dispensing of Petty Cash		
Procedure Number:	2.011.03	Version:	2.0
Effective Date:	03/30/2007		

Deanna Batzke
Approved By: _____

3/30/09
Date Approved _____

Procedure

Step	Responsible Party	Action
1.	Site Manager or Petty Cash Custodian (PCC)	<p>Complete the appropriate form(s) when money is disbursed from fund. DHS 4662 Acknowledgement of Money Received Form (Attachment D). NOTE: Retain only until all purchases, change, and receipts are returned accurately. It is then destroyed. DHS 4558 Disbursement of Weekly Incentive Money (Attachment B) form is kept with the incentive money for the week. This form becomes the receipt.</p>
2.	Site Manager or PCC	<p>Recording: Assure all receipts and expenditures are accurately recorded in the Petty Cash Ledger weekly at a minimum according to the date of the expenditure.</p> <ol style="list-style-type: none"> In the date column the actual date the entry is being made is noted In the receipt column, the actual date of the purchase is recorded. Client initials must be included if the purchase is related to a client need. Purchases for the house should indicate "ALL" instead of client initials. Any single item purchases \$100 or over, must be requested using the DHS 4652 "\$100 and Over Purchase Request Form" Purchase Request form and must be signed as approved by the Program Manager and SOCP Director. <p>Information for the AOBJ Code column is the same as used for coding when using the VISA card log. Each disbursement must have an object code identified in this column</p>
3.	Site Manager or PCC	<p>Corrections: Assure any corrections are made as follows:</p> <ol style="list-style-type: none"> At the discovery of the error draw one line through the error and initial, Using the next available line on the Petty Cash Ledger fill in the date you are making the correction in the date column,

		<p>3. Indicate on the description line the date the error was made,</p> <ul style="list-style-type: none"> • In the cash in or cash out column add/subtract the correction. • Assure all purchases are in accordance with state purchasing requirements.
4.	Site Manager or PCC	Assure receipt numbering restarted every July 1 (fiscal year) using last two digits of year that ends the new fiscal year and number of receipt (05-001). Also restart page numbering with page one every July 1 (05-01).
5.	Site Manager or PCC	Assure fiscal closeout of fund between June 15 and 20 turning paperwork in to Office Support no later than two (2) working days after June 20 th .
6.	Office Support	Turn completed Petty Cash information into DHS Financial Services no later than three working days before the end of the fiscal year.

Policy that applies:

011 Petty Cash, DHS-040-013 (10/01/08), DHS-FS03 Financial Services – Petty Cash (01/00), Oregon Accounting Manual (OAM)

Form(s) that apply:

- Attachment A: DHS 4575 Petty Cash Ledger (03/09)
- Attachment B: DHS 4558 Disbursement of Weekly Incentive Money (01/07)
- Attachment C: DHS 4578 Transaction Slips (04/08)
- Attachment D: DHS 4662 Acknowledgement of Money Received (04/09)
DHS 4652 \$100 and Over Purchase Request Form (09/08)
ABOJ Access Codes - Tool (03/09)
Petty Cash Error Memo - Tool (03/09)

Contact(s):

SPD/SOCP Business Manager Phone: 503-378-5952 ext. 239 **FAX:** 503-378-5917
Email: Subject line - SOCP Policy elaine.m.stauffer@state.or.us

Procedure/Policy History:

- **Version 1.0:**
05/16/1997 07/01/2004 (Revised)
- **Version 2.0:**
12/01/2007 (Revised) - 03/30/09 (Revised)

Keywords:

Petty Cash Custodian, Maintaining Funds, DHS Financial Services, Disbursement, Dispensing

Procedure Title:	Replenishment of Petty Cash		
Procedure Number:	2.011.04	Version:	2.0
		Effective Date:	03/30/2009

Deanna Batke
Approved By: _____

3/30/09
Date Approved _____

Procedure

Step	Responsible Party	Action
1.	Site Manager or Petty Cash Custodian (PCC)	a) Reconcile Petty Cash when fund reaches approximately one-half of its maximum balance, allowing for a two-week turn-around through the process. <ul style="list-style-type: none"> • If maximum is \$300, spend down to approximately \$150. • If maximum is \$250, spend down to approximately \$125. b) Responsible to assure Petty Cash Ledger, cash remaining on hand and receipts balance and are accounted for. All pages are to be signed and dated.
2.	Program Administrator	May request the original petty cash ledger, original receipts and a calculator tape verifying the balance of the fund be sent to Central Office.
3.	PCC	a) Reviews and signs (First initial/last name & title) off on Petty Cash Ledger indicating accuracy and authorizing replenishment of the fund. The PCC signature must include one additional staff that verifies the balance of the account between the cash box and the ledger. b) Submit Petty Cash Ledger and receipts to Program Manager for review and sign off.
4.	Program Manager	a) Reviews and signs off on Petty Cash Ledger indicating accuracy and authorizing replenishment of the fund. b) Turn in to designated office staff for final internal audit of account and submission to Financial Services for processing.
5.	Office Support	a) Verify accuracy of Petty Cash running a calculator tape to attach to the ledger. b) If ledger is not accurate, return to Program Manager to review and pursue corrections
6.	DHS Financial Services	a) Review records and issue check within 10 days. b) Replacement check may be delayed until all questions have been adequately answered. c) Make check out to Petty Cash Custodian and mail to the house unless specific arrangements are made to do otherwise.

Policy that applies:

011 Petty Cash, DHS-040-013 (10/01/08), DHS-FS03 Financial Services – Petty Cash (01/00), Oregon Accounting Manual (OAM)

Form(s) that apply:

- Attachment A: DHS 4575 Petty Cash Ledger (03/09)
- Attachment B: DHS 4558 Disbursement of Weekly Incentive Money (01/07)
- Attachment C: DHS 4578 Transaction Slips (04/08)
- Attachment D: DHS 4662 Acknowledgement of Money Received (04/09)
DHS 4652 \$100 and Over Purchase Request Form (09/08)
ABOJ Access Codes - Tool (03/09)
Petty Cash Error Memo - Tool (03/09)

Contact(s):

SPD/SOCP Business Manager Phone: 503-378-5952 ext. 239 **FAX:** 503-378-5917
Email: Subject line - SOCP Policy elaine.m.stauffer@state.or.us

Procedure/Policy History:

- **Version 1.0:**
05/16/1997 07/01/2004 (Revised)
- **Version 2.0:**
12/01/2007 (Revised) - 03/30/09 (Revised)

Keywords:

Petty Cash Custodian, Maintaining Funds, DHS Financial Services, Replenishment

Procedure Title:	Security of Petty Cash / Theft of Petty Cash		
Procedure Number:	2.011.05	Version:	2.0
Effective Date:	03/30/2007		

Approved By: Deanna Batzke

Date Approved: 3/30/09

Procedure

Step	Responsible Party	Action: Security
1.	Site Manager or Petty Cash Custodian (PCC)	At least monthly, the cash on hand will be counted and compared to the petty cash ledger by the Site Manager and the Petty Cash Custodian (PCC) or another staff if Site Manager is the PCC. <i>NOTE: One person must be the official PCC and the second person can be any staff.</i> This is documented on the next available line of the Petty Cash Ledger (Attachment A) between the 25 th and end of each month. <ul style="list-style-type: none"> Maintain funds locked and separate from client funds. Maintain security of key/combination locks.
2.	Site Manager/ Program Manager	May approve together a designated staff other than the Site Manager to be the PCC.

1.	Site Manager / PCC	SOCP Policy_Theft or Missing Petty Cash: <ul style="list-style-type: none"> Inform Site Manager. Complete an IR. Site Manager informs Program Manager and sends IR. A copy of the IR is attached to the Petty Cash.
2.	Program Manager	Call DHS Financial Services as soon as the theft is discovered.
3.	Site Manager	File a police report. Call Risk Management within 90 days if theft was caused by employee dishonesty.
4.	Central Office Support Staff	Forward a written statement explaining the circumstances surrounding the theft and a copy of the police report to DHS Financial Services so lost funds can be replaced.
5.	Site Manager	Implement new internal controls to prevent future occurrences.

Policy that applies:

2.011 Petty Cash, DHS-040-013 (10/01/08), DHS-FS03 Financial Services – Petty Cash

(01/00), Oregon Accounting Manual (OAM)

Form(s) that apply:

- Attachment A: DHS 4575 Petty Cash Ledger (03/09)
- Attachment B: DHS 4558 Disbursement of Weekly Incentive Money (01/07)
- Attachment C: DHS 4578 Transaction Slips (04/08)
- Attachment D: DHS 4662 Acknowledgement of Money Received (04/09)
DHS 4652 \$100 and Over Purchase Request Form (09/08)
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Contact(s):

SPD/SOCP Business Manager Phone: 503-378-5952 ext. 239 **FAX:** 503-378-5917
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Procedure/Policy History:

- **Version 1.0:**
 - 05/16/1997
 - 07/01/2004 (Revised)
- **Version 2.0:**
 - 12/01/2007 (Revised) - 03/30/09 (Revised)

Keywords:

Petty Cash Custodian, Maintaining Funds, DHS Financial Services, Accounting system.

2007-09 AFSCME Contract Section 10. State Paid Meals

a. Employees whose eight (8) hour or longer schedules do not include a duty free meal break may participate in one (1) regularly scheduled meal with clients per shift. It is expected that by eating with the clients, these meals will model appropriate dining and socialization behavior. Variance may be approved by the site manager.

b. Meals-Outings.

1. When commercially purchased meals outside the home are part of a client's ISP or an outing approved by management for development of socialization skills, the employee will be provided at state expense the same or similar meal in terms of cost and low cal/diabetic or other special dietary restrictions as the clients. All staff authorized to attend the outing are eligible for the provision of state meals.

2. No snacks or drinks will be provided to employees at state expense when the employee is accompanying a client on an incidental outing where the client pays for his/her own treats. Employees may choose to join the client at their own expense.

3. If a BSP payoff involves an outing with the purchase of a meal and that outing is over prior to the scheduled meal time, no commercial meal shall be supplied to the employee by the state.

The following clarification is to explain when meals away from the group home are paid for by SOCP. There is no designated minimum or maximum amounts of money staff are to spend for meals while on an outing. Each pre-approved request will include the amount of money to be spent. This amount is based on 1). where we are going, 2) why we are going there, 3) the therapeutic value, and 4) was it the client's choice.

Example #1:	Example #2:	Example #3:	Example #4:	Example #5:	Example #6:	Example #7:
Part of the behavior plan (BSP) payoff is to go out for a meal. You and the client leave the house at 4 p.m. and return in time for dinner. Staff are expected to eat at the house with the clients and staff when they return unless staff choose to use their own money during the payoff outing.	It is 7 p.m. and clients want to go to the Dairy Queen. Clients pay for their own treat and staff pays for their own treat.	We are all going on a pre-approved outing to Denny's for training and social interaction. The State does pay for the staff meals at a reasonable cost. Reasonable means what an average middle income person with a family would spend for out-of-pocket expenses.	A client has a training program on their ISP (not participation objective) to learn how to order using a menu at a sit down restaurant two times per month. The program does pay for the staff's meal.	The Site Manager has approved the client's outing. There is no minimum or maximum distance from the house. This outing will go through the meal hour and the client plans to eat at a restaurant. The Program will pay a reasonable amount for the staff's meal. This does not mean steak and lobster or steak and shrimp. See #3 for reasonable.	You arrive at work at 8 a.m. You do not fix yourself a meal.	When accompanying an individual on a low-cal or special diet to a meal the staff will use the meal as a training opportunity and the staff will order a similar meal.

All staff meal/snacks/drinks covered under the contract will continue to be paid for with petty cash. Commercial staff meals will be deducted from the food budget (AOBJ6708). ISP snacks/drinks will be charged under ISP goal (AOBJ6940). **PLEASE indicate on petty cash ledger whether item is ISP or BSP related when relevant.**

State Operated Community Program
Disbursement of Weekly Incentive Money

Disbursement of Weekly Incentive Money

Client Initials:

Date:							
Amount:							
Initials:							

Completed by Petty Cash Custodian:

Date set up:

Total amount set up:

Amount used:

Amount to return:

This form should be attached to the weekly incentive money when it is set up. As it is given out to individuals (client initials square) or staff use it for incentive (staff initial square) the "Initials" square should be filled in. Receipts and any change should be returned unless the individual has identified on his Financial Plan that he/she can carry money independently and the amount is within that specified.

Disbursement of Weekly Incentive Money

Client Initials:

Date:							
Amount:							
Initials:							

Completed by Petty Cash Custodian:

Date set up:

Total amount set up:

Amount used:

Amount to return:

This form should be attached to the weekly incentive money when it is set up. As it is given out to individuals (client initials square) or staff use it for incentive (staff initial square) the "Initials" square should be filled in. Receipts and any change should be returned unless the individual has identified on his Financial Plan that he/she can carry money independently and the amount is within that specified.

Disbursement of Weekly Incentive Money

Client Initials:

Date:							
Amount:							
Initials:							

Completed by Petty Cash Custodian:

Date set up:

Total amount set up:

Amount used:

Amount to return:

This form should be attached to the weekly incentive money when it is set up. As it is given out to individuals (client initials square) or staff use it for incentive (staff initial square) the "Initials" square should be filled in. Receipts and any change should be returned unless the individual has identified on his Financial Plan that he/she can carry money independently and the amount is within that specified.

State Operated Community Program

SPD/SOCP Transaction Slip
Transaction slip #: _____
Amount: _____ Date: _____
Source: _____
Dispensed to: _____
Description: _____
Signature: _____ Date _____
Signature: _____ Date _____

SPD/SOCP Transaction Slip
Transaction slip #: _____
Amount: _____ Date: _____
Source: _____
Dispensed to: _____
Description: _____
Signature: _____ Date _____
Signature: _____ Date _____

SPD/SOCP Transaction Slip
Transaction slip #: _____
Amount: _____ Date: _____
Source: _____
Dispensed to: _____
Description: _____
Signature: _____ Date _____
Signature: _____ Date _____

SPD/SOCP Transaction Slip
Transaction slip #: _____
Amount: _____ Date: _____
Source: _____
Dispensed to: _____
Description: _____
Signature: _____ Date _____
Signature: _____ Date _____

SPD/SOCP Transaction Slip
Transaction slip #: _____
Amount: _____ Date: _____
Source: _____
Dispensed to: _____
Description: _____
Signature: _____ Date _____
Signature: _____ Date _____

SPD/SOCP Transaction Slip
Transaction slip #: _____
Amount: _____ Date: _____
Source: _____
Dispensed to: _____
Description: _____
Signature: _____ Date _____
Signature: _____ Date _____

SPD/SOCP Transaction Slip
Transaction slip #: _____
Amount: _____ Date: _____
Source: _____
Dispensed to: _____
Description: _____
Signature: _____ Date _____
Signature: _____ Date _____

SPD/SOCP Transaction Slip
Transaction slip #: _____
Amount: _____ Date: _____
Source: _____
Dispensed to: _____
Description: _____
Signature: _____ Date _____
Signature: _____ Date _____

Name: _____ Year: _____

Policy #2.011 and #3.006 Attachment C MANDATORY Independent . Healthy . Safe DHS 4578 (4/08)



Acknowledgement of Money Received

I have received \$ _____ to purchase _____

*I am responsible to return all receipts and unused money **immediately**.*

Staff receiving money _____ Date: _____

Signature

Petty Cash Custodian _____ Date: _____

PCC Signature

The PCC should retain this form. Upon receiving all receipts and unused money, it should be destroyed in the presence of the staff that received the money.

Acknowledgement of Money Received

I have received \$ _____ to purchase _____

*I am responsible to return all receipts and unused money **immediately**.*

Staff receiving money _____ Date: _____

Signature

Petty Cash Custodian _____ Date: _____

PCC Signature

The PCC should retain this form. Upon receiving all receipts and unused money, it should be destroyed in the presence of the staff that received the money.

Acknowledgement of Money Received

I have received \$ _____ to purchase _____

*I am responsible to return all receipts and unused money **immediately**.*

Staff receiving money _____ Date: _____

Signature

Petty Cash Custodian _____ Date: _____

PCC Signature

The PCC should retain this form. Upon receiving all receipts and unused money, it should be destroyed in the presence of the staff that received the money.

Acknowledgement of Money Received

I have received \$ _____ to purchase _____

*I am responsible to return all receipts and unused money **immediately**.*

Staff receiving money _____ Date: _____

Signature

Petty Cash Custodian _____ Date: _____

PCC Signature

The PCC should retain this form. Upon receiving all receipts and unused money, it should be destroyed in the presence of the staff that received the money.

2011 Agency/SOCP Object Codes: (AOBJ)

AOBJ	Category: Description
4148	Rental vehicle expenses: Enterprise car rental and fuel. MUST use Voyager card when possible. DO NOT USE VISA
4200	Office Supplies: Toner, film, batteries, cell phone accessories, flashlights, cameras, dictionaries, etc.
4210	Mail costs: DAS mail services, P.O. boxes, fed ex, ups, stamps, etc.
4301	Phones: Services for pagers, cell phones, phones, phone cards, terminal line and telephones under \$250.00
4354	Print service: Forms, documents printed by contractors
4404	DHS training: State sponsored staff training fees, including parking fees
4406	Staff development: Paid training by others than state agencies, includes parking fees
4426	Training supplies: Items purchased for staff training, includes condiments, cleaning supplies
4555	Pest control: Services provided by outside vendor (ie. Terminix)
4696	Motor pool: Maintenance/repair of state vehicle by motor pool, monthly vehicle rental. EMERGENCY GAS PURCHASES NO LONGER REIMBURSED BY MOTOR POOL
4700	Security Services: For alarm monitoring/mag lock or alarm repairs, alarm installation by vendors, etc.
4701	Vet services: For pets INCLUDE LOCATION OF VET'S OFFICE
4706	Pet supplies: Including food and other misc pet items (not vet services)
4825	Sewer: Sewer
4826	Water: Water
4827	Electricity: Electricity
4828	Garbage: Includes home pickup, disposal @ landfill/dump, recycling
4829	Natural gas: Home service (not for vehicle use)
4830	Cable/internet: Service
4844	House maintenance: Repair of household equipment/appliances, landscaping purchases, storage sheds/fences, house maintenance supplies/services, repairs to structure, tools, paint, water testing, etc
4846	Vehicle maintenance: Costs to maintain state vehicles other than through state motor pool
4852	Cleaning supplies: Laundry and cleaning supplies including soap, mops, brooms, includes light bulbs, toilet tissue, paper towels, facial tissues, vacuum cleaners, garbage bags
4854	Safety/security: Keys, locks, security supplies, fire extinguishers (purchase & recharge), security alarms for client safety, (installed by SOCP staff) Vehicle Barriers, house modifications for client safety (may move w/client)
4855	Home furnishings: Pictures, indoor plants, rugs, window coverings, furniture, bed frames, bath mats, hangers, audio & video equipment, wallpaper/trim, large appliances, etc. Video equipment, wallpaper/trim, large appliances, etc.
4877	Groceries: Including bottled drinking water. staff meals with clients (USE PETTY CASH FOR STAFF MEALS)
4878	Kitchen/dining supplies: Small appliances, plates, glassware, flatware, pots, pans, straws, aprons, cloth napkins, table cloths, cooking utensils, bakeware, kitchen scales, etc., coffee filters, kitchen towels/dish clothes, plastic storage bags/containers, foil, plastic/paper plates, cups, utensils, cookbooks, kitchen scales, ALL BBQ related items, grills, propane, briquets, etc.
4887	Drugs/Medicines: Include prescriptions, tx meds & OTC supplies, sterile water (for client use only) special dietary supplements ordered by Dr.
4889	Medical-house supplies only: Thermometers, BP equipment, gloves, med cups, bath scales, thermometer batteries, first aid supplies (no aspirin, etc for staff use), misc equipment, medical reference books

State Operated Community Program

DATE:

TO:

FROM:

SUBJECT: Petty Cash

The petty cash reimbursement request you have submitted has not been completed correctly and we are, therefore, not able to turn it in to DHS Financial Services. Please review and correct the noted errors below and resubmit to Central Office Support Staff.

Account Balance:

- Beginning balance incorrect
- Balancing error
- Missing monthly dual signature balance (*between 25th and end of each month*)
- Missing final dual signature balance (*done prior to submitting for reimbursement*)
- Funds beyond one-half maximum balance (*refer to Policy 2.011*)

Receipts:

- Ledger and receipts don't match
- More than one receipt with the same number
(*REMINDER: Each receipt MUST have a separate number.*)
- No receipt
- Receipt sequence error

Signatures:

- Missing Petty Cash Custodian signature on bottom _____
 - Missing Site Manager signature on bottom _____
 - Missing Program Manager signature on bottom _____
 - Missing Petty Cash Custodian initials in far right column
 - Missing date accompanying Site Manager/Program Manager signature
 - Signature or initials other than those designated on the list maintained by your support staff on the Petty Cash Ledger
- This cannot be the same person.*

Miscellaneous:

- Incorrect AOBJ code used
- Incorrect page number
- More than one entry on a single line
- Verify/note the number of staff attending with client
- NOTE:** While they cannot be corrected, don't forget:
 - Petty Cash is primarily for the client needs.
 - The VISA card is used for as many grocery/household, etc. expenses as possible.
 - You should not be using Petty Cash for auto/car related items (*ie. gas, auto parts, etc.*)

BE AWARE: DHS Financial Services is scrutinizing purchases for appropriateness.

Other: _____