

ADMINISTRATIVE ORDER NO. 21

Administrative Order No. 20, adopted February 5, 1990, is hereby repealed.

Pursuant to Administrative Order, I hereby establish the following procedures regarding the use of petty cash for City purchases and change funds for making change for serving the public:

I. PETTY CASH

A. The following petty cash funds are hereby established:

<u>LOCATION</u>	<u>AMOUNT</u>	<u>CUSTODIAN</u>
1. City Hall	\$ 500.00	Finance & Admin. Services
2. Motor Pool	\$ 150.00	Finance & Admin. Services
3. Parks, Recreation & Public Lands	\$ 150.00	PRPL Department
4. Police	\$1,200.00	Police Department
5. Library	\$ 75.00	Library
6. Public Utilities	\$ 100.00	Public Utilities Dept.
7. City Court	\$ 75.00	City Court
8. Transit (Metraplex)	\$ 100.00	Aviation/Transit Dept.

B. The following procedures will govern the use of petty cash:

1. The maximum amount that can normally be reimbursed from petty cash is \$20.00;
2. Requests for over \$20.00 may be granted in special situations where the Department Head and the Director of Finance and Administrative Services sign the petty cash approval;
3. All petty cash requests must be signed by the Department Head or a Division Head who is specifically authorized by the Department Head to approve petty cash requests. Such authorization shall be in writing to the Director of Finance and Administrative Services;
4. Purchases shall not be artificially split to qualify

ADMINISTRATIVE ORDER #21  
PETTY CASH AND CHANGE FUNDS  
Page 2

for petty cash;

5. All petty cash funds shall be reconciled and replenished at least once each month. They may be replenished more often, if necessary;
6. All petty cash purchases must be accompanied by a petty cash voucher and a receipt for the purchase;
7. Advances may be provided for petty cash purchases. However, receipts must be provided to the petty cash custodian within 24 hours of the time the cash was approved;
8. Petty cash funds will be audited at least once each year by the Controller's Office.

## II. CHANGE FUNDS

A. The following change funds are hereby established:

<u>LOCATION</u>	<u>AMOUNT</u>	<u>CUSTODIAN</u>
1. Airport	\$ 600.00	Airport Administration Aviation/Transit Dept.
2. Transit	\$2,300.00	Transit Administration Aviation/Transit Dept.
3. City Court	\$ 500.00	City Court
4. Landfill	\$ 40.00	Public Works Dept.
5. City Hall	\$ 420.00	Finance & Admin. Services
6. Building Division	\$ 50.00	Public Works Department
7. Recreation	\$ 100.00	Parks, Recreation and Public Lands Department
8. Park I	\$ 25.00	Finance & Admin. Services
9. Park II	\$ 129.00	Finance & Admin. Services
10. Park IV	\$ 75.00	Finance & Admin. Services
11. Public Utilities	\$ 100.00	Public Utilities Dept.
12. Animal Shelter	\$ 100.00	Animal Shelter -

ADMINISTRATIVE ORDER #21  
PETTY CASH AND CHANGE FUNDS  
Page 3

Police Department

13. Headquarters Fire Station \$ 40.00 Fire Department  
14. Engineering Division \$ 25.00 Public Works Department

B. The following procedures will govern the use of change funds:

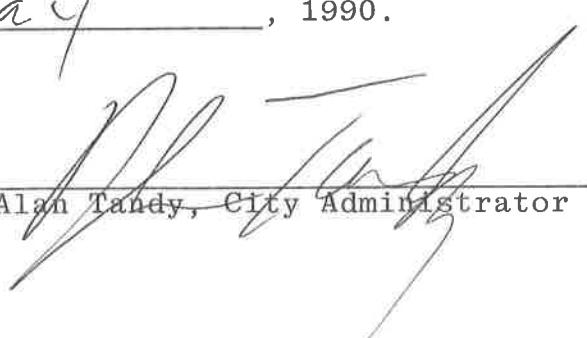
1. Change funds will be established where needed to make change for the public;
2. Change funds are not to be used for petty cash purchases or any other purchases;
3. Change funds should balance to cash receipts at all times.
4. All change funds will be audited at least once a year by the Controller's Office.

III. Other funds are hereby established as follows:

<u>LOCATION</u>	<u>AMOUNT</u>	<u>CUSTODIAN</u>
1. City Court Jury/Witness Fund	\$1,000.00	City Court
2. Utility Bill Postage and Bad Check Reimbursement Fund	\$5,000.00 (checking account)	Public Utilities

These funds are to be used only for their designated purpose.

DATED this 15<sup>th</sup> day of May, 1990.

  
Alan Tandy, City Administrator

AT/skl