

ADMINISTRATIVE ORDER NO. 6

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	\$ 800.00	CSS Department
2. Materials & Equipment	100.00	CSS Department
3. Building Department	100.00	Community Development
4. Police	\$1,200.00	Police Department
5. Library	75.00	Library
6. Public Utilities	100.00	Public Utilities

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

1. The maximum amount that can normally be reimbursed from petty cash is \$15.00;
2. Requests for over \$15.00 may be granted in special situations where the department head and the Director of Central Support 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 CSS Director;
4. Purchases shall not be artificially split to qualify 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>
Transit	\$1,643.50	Public Works Department
Landfill	40.00	Public Works Department
Building Division	50.00	Community Development
Park I	25.00	Community Development
Park II	100.00	Community Development
Public Utilities	100.00	Public Utilities Dept.
Headquarters Fire Station	40.00	Fire 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>
A. City Court - Jury/ Witness fund	\$2,075.00	City Court
B. Utility Bill - Postage and bad check reimburse- ment Fund	\$4,000.00 (checking account)	Public Utilities

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

DATED this 17 day of December, 1984.



Al Thelen, City Administrator