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COMMITTEE:	Finance and Audit	IMPLEMENTED:	15 October 2015
TOPIC:	Finance – Procurement & Purchasing	AMENDED:	20 April 2017; 24 November 2022
		REVIEW PERIOD:	As required.

## DEFINITIONS

**Petty Cash** – a small amount of discretionary funds in the form of cash used for expenditures where it is not practical to make the disbursement by cheque, because of the inconvenience and costs of writing, signing and then cashing the cheque.

**Custodian** – refers to the person designated to make approved disbursements from a Petty Cash Fund.

## MANAGEMENT GUIDELINES

Wherever possible, items for the Library that are low cost and needed quickly or on an emergency basis should be purchased using a Library Purchasing Card, to provide better accountability and verification of completeness of transaction recording. Where use of a Purchase Card is not feasible, petty cash funds may be used. It is expected that individual petty cash reimbursements would in most cases be below \$50. Petty cash fund levels are established at:

- Central Services/Headquarters: \$100
- Lynn Valley Library: \$150
- Capilano Library: \$150
- Parkgate Library: \$150

Petty cash custodians will be the Branch Coordinator at each Library, and the Business Manager at Central Services/Headquarters. Intentional changes to the amount of the petty cash fund are not permitted without prior authorization from the Director of Library Services, in consultation with the CFO.

Petty cash funds must never be used for any of the following:

- Items that are purchasable through normal business vendors;
- Personal disbursements;
- Wages or casual labour, including advances on wages;
- Depreciable assets;
- Cashing of cheques.

Petty cash funds shall be stored in a safe and secured area that is accessible only by the Custodian. Petty cash funds must not be mingled with the main cash floats held for Circulation purposes.

## **PROCEDURES**

Employees wanting to make a purchase using petty cash funds must first receive verbal approval of the purchase from the Branch Coordinator or Manager. The Branch Coordinator or Manager is responsible for verifying that the proposed purchase is appropriate for petty cash use.

Reimbursements from petty cash require:

- The original purchase receipt, showing the details of the items purchased and any taxes charged;
- A completed Petty Cash Voucher (Appendix A)

The Petty Cash Custodian is responsible for reconciling the petty cash funds monthly. Replenishment of petty cash require the completion of the Petty Cash Reconciliation form, which itemizes all petty cash reimbursements made since the last petty cash replenishment . Once completed, this is submitted for approval and payment in the same manner as all other employee expense reimbursements.

Petty cash replacement payments are issued to the Petty Cash Custodian, who is responsible for cashing the payment and adding the money to the petty cash funds.

If petty cash funds are used to compensate for a shortage in the Circulation cash floats:

1. The Petty Cash Custodian must immediately notify his/her Manager, the Business Manager and/or the Director of Library Services, and
2. A Petty Cash Voucher must be completed.

## **RELATED POLICIES AND GUIDELINES**

- B-FIN-12 Procurement, Purchasing & Payment Approval (Acquisitions)
- B-FIN-13 Environmental Purchasing
- MG-FIN-12.1 Procurement – Library Collection Materials
- MG-FIN-12.2 Procurement – Other than Library Collection Materials
- MG-FIN-12.3 Purchasing & Payment Approval Authority – Library Collection Materials and Resources
- MG-FIN-12.4 Purchasing & Payment Approval Authority – Other than Library Collection Materials and Resources
- MG-FIN-12.5 Purchasing Cards
- MG-FIN-12.6 Invoice Approval



North Vancouver District  
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## Petty Cash Voucher

Employee being reimbursed: \_\_\_\_\_ Date of purchase: \_\_\_\_\_

Employee # : \_\_\_\_\_ Petty cash issued by: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ GST included in amount: \$ \_\_\_\_\_

Supplier/Purchased from: \_\_\_\_\_

Description of purchase: \_\_\_\_\_

Purpose/use of purchase: \_\_\_\_\_

Signature for Cash Received: \_\_\_\_\_ Date received \_\_\_\_\_

Account coding: \_\_\_\_\_ Manager/Branch Coordinator approval \_\_\_\_\_