CHARTER TOWNSHIP OF HIGHLAND

PETTY CASH

GENERAL
It is the policy of Highland Township to provide a central location for the maintenance of Petty Cash (PC) funds for all departments.

DEFINITION
Petty Cash is a fund provided primarily as a convenience to cover small miscellaneous expenditures.

LIMITS
All PC transactions are limited to a maximum of $50

SIGNATURE FILE
The Clerk's Office will maintain a card file of all individuals authorized to sign for PC Disbursements. Only personnel having status of Department Head or above are allowed to sign for petty cash. All others must have approval of the Clerk, Treasurer, or Supervisor.

REIMBURSEMENT FROM PETTY CASH
When personal funds have been expended or expenses incurred on the Township's behalf, reimbursement may be completed by filing a PC Disbursement Request. This request must include sufficient detail to permit evaluation and accounting classification. Highland Township has a sales tax exemption number available, and this number should be used when making purchases for the Township. However, in the event a vendor refuses to accept our exemption number, the employee will be reimbursed for sales tax.

If mileage or travel expenses are claimed (total of $50 or less), dates, destinations and distances traveled must be included.

All supporting receipts must be attached to the Disbursement Request.

PETTY CASH ADVANCES
Petty Cash advances may be received for amounts not to exceed $50. All Petty Cash advances must be cleared within two days of receipt.

APPROVALS
All disbursements must be approved by an authority higher than the requester except in the case of Supervisor who may receive approval from either the Clerk or Treasurer.

It is the responsibility of the authorizing individual to verify that the correct account number is being charged.

TIME LIMIT
A PC disbursement request must be presented to the Clerk's Office within one month of the expenditure.

INQUIRIES
Any questions pertaining to the Petty Cash Policy should be directed to the Clerk's Office.