

10 PETTY CASH REMINDERS

1. Keep cash in a secure location!
2. An expense reimbursed to your Principal must be signed by Amy Boles.
3. The person being reimbursed cannot be the same person as the "Authorized Signature". Don't reimburse yourself!
4. Only original itemized receipts will be accepted – quotes are not acceptable.
5. Food expenses for meetings require attached backup showing the purpose of the meeting.
6. Replenish petty cash fund as needed to ensure always having cash on hand for expenses.
7. No IOU's
8. No purchases more than \$50.
9. Purchasing flower arrangements with personal meaning is not allowed:
 - a) Employee birthdays, funerals or weddings – not allowed
 - b) Thank you to community members – not allowed
 - c) Promotion ceremony – allowed
10. Petty cash purchases cannot be made with gift cards.
11. Return unused petty cash funds to Business at the end of the year.