

# Mayne Island Improvement District

## Petty Cash Policy

### PROCEDURE

- Reimbursements made through petty cash will be made as required upon receipt of pre-authorized or approved bills/invoices.
- An explanation of the expense and the cost centre shall be recorded with reimbursements.
- Cash shall be signed for as “received: xxxx and dated” on the bill/invoice or petty cash receipt (see attached).
- Petty cash will be reconciled monthly or as necessary and items posted to designated cost centres.

### FORMS

- Petty Cash Reconciliation
- Petty Cash Receipt