

## Petty Cash Guidelines

Guidelines for counties that have a Petty Cash Fund:

- The amount is established by either the County Extension Council or the Extension District Board. The amount is usually no more than \$100.
- Establishment of this account should be noted and approved in Extension District Board minutes.
- One person in the office should be assigned the responsibility for petty cash. This should also be noted in Extension District Board minutes.
- Detailed receipts and cash must always equal the amount established for the fund.
- Do not mix personal and business expenses from petty cash. Extension staff should not put IOU's in petty cash.
- Checks written to replenish the petty cash fund must equal the amount of the detailed receipts of expenditures.
- Record detailed receipts in a log maintained by the office staff assistants.
- Refer to Extension Business Operations Manual (2f) for further clarification

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