

Distribution	SUBJECT	Date
	PETTY CASH	09-01-2014

PURPOSE: To allow Superintendent to purchase various supplies such as coffee, paper products, etc.

ISSUED BY: D.A.

PROCEDURE:

- 1) D.A. will issue a \$100.00 check made out to the Superintendent to initially set up the petty cash fund. D.A. will also supply Superintendent with a letter to sign evidencing his receipt of the \$100.00 and a supply of petty cash clips.
- 2) Superintendent cashes \$100.00 check, signs and remits to the D.A. the letter of receipt.
- 3) Superintendent is to replenish his petty cash by remitting receipts with petty cash slips attached to the petty cash summary sheet explaining each disbursement to D.A., D.A. will in turn, remit a check to the Superintendent equal to the total of the receipts.
- 4) Superintendent is to return his petty cash and any final receipts and final petty cash summary sheet on hand to the D.A. at the close of the job. D.A. will provide superintendent with a letter evidencing the return of the \$100.00.

NOTE: Superintendent has complete responsibility for the petty cash and should take precautions so that no other person has access to it.

EXAMPLE
FLYNN MANAGEMENT
CORPORATION

PETTY CASH CUSTODIAN AGREEMENT

LAKEBREEZE TAVARES, LTD. hereby advances to **IMA D. MANAGER** a petty cash fund in the amount of **\$300.00** to be reimbursed in an amount directly equivalent to the total amount of paid receipts submitted against the fund.

In the event of termination of employment, this fund will be due and payable to **LAKEBREEZE TAVARES, LTD.** in the total sum (paid receipts plus cash on hand).

Should a delinquency occur in the total fund, petty cash will be defined as advance salary and the delinquent amount shall be deducted from the custodian's final pay.

I hereby accept this Petty Cash Agreement.

Custodian

Date

EXAMPLE

RECEIVED SEP 13 2014

**FLYNN MANAGEMENT CORPORATION
PETTY CASH VOUCHER**

MONTH OF July/August DATE OF REQUEST 9-10-14
 Property Name Lakebreeze Apartments
 Fund Amount \$ 300

22LBA

Date	Vendor Name/Paid to	Description or Purpose of Payment	Account Code	Amount
7/28/14	Leporum Post Office	Mail	8260	2.87
7/31/14	Post Office	Certified	8260	6.49
8/16/14	Walmart	Resident Social	8320	9.50
8/10/14	Walmart	Cleaner for office chairs	6040	10.33
8/20/14	7 Eleven	Ice	6020	2.88
8/20/14	Dallas tree	Community Room Deco	83708260	19.26
8/20/14	Lowes	flex Coups	6020	5.28
8/21/14	Post Office	Clean water mail	8260	2.66
8/27/14	Jack Bohle	Gas allowance	8320	15.00
8/27/14	Judy Frommeyer	Gas allowance	8320	15.00

6020	8.16
6030	
6040	10.33
6070	
6080	
8230	
8260	31.21 12.02
8320	39.50 58.96
8240	
TOTAL	89.27

Total Disbursed \$ 89.27
 Cash on Hand \$ 210.73
 Petty Cash Amount in Transit \$ 0
 Petty Cash Custodian [Redacted]
 District Manager [Redacted]
 Accounting Review JH

*Attach all receipts behind Petty Cash Voucher.

A-5 - 12.28.10