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<<Company>> PETTY CASH POLICY

Introduction

<<Company>>'s policy on handling petty cash is described below.

<< Use this page to describe your organization's policy's for using and handling petty cash (small amounts of bills and coins). >>

Purpose and Permitted Usage

<< Describe here how and when petty cash should be used, as well as usages that are not permitted. For example, you might say something like "The petty cash supply is maintained and used for making change during ticket sales only. Any other use must be approved in advance by the manager." >>

Authorized Users

<< List the names of individuals or the category of people (e.g., "cashiers" or "waiters") who are authorized to handle the petty cash. >>

Setup and Reimbursement of Cash Supply

<< Describe your policy for accounting for petty cash at the beginning of a time period. For most organizations, this would be the beginning of a work shift or a business day, but it also could be every time a different employee handles the cash. Describe how and by whom the cash is acquired and counted during setup for the work period or event. Be sure to include the

DEMO CONTRACT

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<https://www.proposalkit.com/htm/legal-contract-templates/human-resources-templates/petty-cash-policy-template.htm>

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