

Corporate Policies

SECTION: FINANCE		DEPT: Finance Department	
SUBJECT: Expenses – Petty Cash			
POLICY NO. 13.3.3 Admin. Proc. FP06	SUPERCEDES POLICY DATED:		PAGE: 1 OF 2
EFFECTIVE DATE: June 1, 2001	APPROVED BY: AF014-2001 / C179-2001	APPROVAL DATE: May 28, 2001	

POLICY STATEMENT:

To establish guidelines for the reimbursement of expenses from Petty Cash.

PURPOSE:

To ensure petty cash is used appropriately and not to circumvent the use of cheques requisitions.

SCOPE:

Elected Officials and City staff.

PROCEDURE:

1. Reimbursements from petty cash should not exceed \$50.00 per invoice. Requests for reimbursements and items that need to be purchased that exceed this maximum are subject to the requirements of the Purchasing Policy.
2. Requests for Petty Cash Floats and changes to the amounts of existing petty cash floats must have departmental approval and should be forwarded to the Finance Department. The Finance Department will authorize requests for new floats and changes to existing floats based on demonstrated need.
3. All Petty Cash Floats must be assigned to a specific employee and be maintained on an imprest basis.
4. Petty Cash amounts and transaction limits for Land Titles and court registration fees shall be established on an individual basis and approved by the Treasurer or Deputy Treasurer.
5. Requests for reimbursement for individual transactions and requests for replenishment of Petty Cash floats must be submitted on the approved forms.

ACCOUNTABILITY:

The following steps set out the action to be taken to resolve any disputes that may arise regarding reimbursement and payments. This dispute resolution clause also applies to all other City of Brampton policies that address similar reimbursements and payments.



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1. Executive Directors and Commissioners shall resolve disputes arising within their own departments.
2. The Treasurer and/or Deputy-Treasurer resolve disputes that cannot otherwise be resolved.

ADMINISTRATION:

Treasury Services will be responsible for keeping this policy up to date.

CONTACT:

Treasury Services

