


# City of Los Alamitos

## Administrative Regulation

Regulation:	3.2
Title:	Imprest (Petty) Cash Account
Authority:	City Manager
Date:	December 6, 2004
Revised:	



City Manager

1. **Purpose:** To provide information on the procedure for obtaining employee reimbursement and for paying vendors from the Imprest (Petty) Cash Account.

2. **Application:** This regulation applies to all employees unless excluded.

3. **Regulation:**

**A. Petty Cash Account**

A Petty Cash Account has been established under the administration of the Finance Department to facilitate reimbursement for authorized expenditures not exceeding \$100.00 and for the purchase of sundry items of small monetary value or miscellaneous fees, services, dues or subscription of infrequent demand.

**B. Cash Reimbursement**

1. To obtain a cash reimbursement, the following items shall be submitted to the Finance Department:

a. A Petty Cash reimbursement request (see attached sample) properly coded and approved by the department director, division manager, or supervisor making the purchase.

b. Receipts and any other appropriate documentation of the transaction.

c. Reimbursement can be made by the cashier in the Finance Department immediately following the submittal of a properly authorized request form.

d. Mileage reimbursements may be made from petty cash accounts.

2. Because of the frequent need to purchase sundry items, several City departments also maintain departmental petty cash accounts. Reimbursement from these petty cash accounts is handled separately through the respective department secretaries or other responsible party. Receipts and any other appropriate documentation of the transaction are required.

PETTY CASH REIMBURSEMENT REQUEST

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DEPT.: \_\_\_\_\_

DATE: \_\_\_\_\_

**Explanation:** (Attach receipt). If subsistence, explain location and purpose.