

# City of Los Alamitos

## Administrative Regulation

Regulation:	<b>3.2</b>	DocuSigned by:
Title:	<b>Imprest (Petty) Cash Account</b>	<i>Chet Simmons</i>
Authority:	<b>City Manager</b>	040A80B8E29D4FE...
Date:	<b>December 6, 2024</b>	<b>Chet Simmons, City Manager</b>
Revised:	<b>April 22, 2024</b>	

- 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 subscriptions of infrequent demand.

### **B. Cash Reimbursement**

- To obtain a cash reimbursement, the following items shall be submitted to the Finance Department:
  - A Petty Cash reimbursement request (see attached form) adequately coded and approved by the department director, division manager, or supervisor making the purchase.
  - Receipts and any other appropriate documentation of the transaction.
- Reimbursement can be made by the cashier in the Finance Department immediately following the submittal of a properly authorized request form.
- Mileage reimbursements may be made from petty cash accounts.
- Due to the frequent need to purchase sundry items, several City departments also maintain departmental petty cash accounts. While reimbursement from these petty cash accounts is handled separately through the respective department secretaries or other responsible party, the same procedure and forms should be utilized. Receipts and any other appropriate documentation of the transaction are required.



## City of Los Alamitos Petty Cash Requisition Form

Please reimburse me for expenditures incurred on behalf of the City of Los Alamitos as follows:

Department: \_\_\_\_\_

Account number: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Detailed Description of Expenditure (Attach proper supporting documentation):

Address:

### Employee Receiving Funds

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Authorized by

Department Head/Supervisor Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Finance/Issuing Department Use Only:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

# **Petty Cash Requisition Form**

## **Instructions**

This form is used to request petty cash for small purchases of less than \$100 and may be used for mileage reimbursements of up to \$100.

### **INSTRUCTIONS FOR COMPLETION**

Please type or print neatly.

- a. Enter the department budget account number and expense object classification.
- b. Enter a brief but complete description of the item(s) to be purchased. Also, note the suggested vendor if known.
- c. Enter the name of the person who will be receiving the cash.
- d. The requisition must be dated and signed by the person with budget authority for the charged department.
- e. Backup documentation must include the actual receipt of purchase. For mileage reimbursement documents, please refer to the [Mileage Reimbursement Policy](#).

The completed form will be taken to the Finance Department and/or Department Designee, where a petty cash purchase order will be issued.