

California Fire & Rescue Training Authority

MANUAL OF OPERATIONS

ADMINISTRATIVE POLICIES

Section Title	Petty Cash		
Section Number	104.01	Effective Date	9/16/99
		Revision Date	

A petty cash fund has been established for incidental and minor expenses. An imprest cash account has been set up for the purpose of managing small purchases such as shipping and postage charges, minor office supplies, parking fees and other expenses of a minor and or immediate nature. The imprest cash account is often referred to as a petty cash account or revolving fund.

The cash utilized for small purchases is replaced by submitting receipts to the County of Sacramento. The maximum amount of cash available at any one time is \$500.

Cost of items less than \$50 may be paid out through the petty cash system. Other expenses over \$50 will be processed through claims procedures.