

ACCOUNTING – PETTY CASH DISBURSEMENT / CASH FUNDS

<i>Effective Date:</i> April 15, 2013	<i>Directive Number:</i> 10-1-20		
<i>Special Instructions:</i>			
<i>Distribution:</i> All Sworn & Civilian Personnel	<i>Last Re-Evaluation Date:</i>	<i>Total Pages:</i> 2	

I. PURPOSE

The purpose of this policy is to set forth procedures and guidelines regarding the receipt and disbursement of all cash funds or accounts that the agency is permitted to receive.

II. PROCEDURES

- A. Petty Cash Checks: Petty cash checks shall be issued by the Mayor and Council of Cheswold in accordance with Town rules and regulations regarding approved budget line item amounts and cashed by the authorized personnel. Paper reimbursement documentation/receipts will be submitted prior to reimbursement.
1. All officers will be reimbursed for monies spent on approved departmental business (i.e. parking for court, out-of-town training, etc.) as authorized by the Chief of Police or his designee.
- B. All Checks / Funds: All checks/funds received from awarded grants will be directly turned over to the Town's Finance Office so that accounts may be set up and monitored by the Town Finance Officer or the Town's Designee.
- C. Seized Money: All monies seized in accordance to drug and other authorized seizure cases will be inventoried and documented on an evidence slip prior to being secured into Evidence.
- D. Invoices: All invoices received will be accompanied by a requisition and will be copied & filed in the vendor files prior to being sent to the Town's Finance Office or the Town's Designee.
- E. Security & Control:
1. All cash authorized to be maintained at this agency shall be properly documented on a ledger spreadsheet.

2. Receipts will be received, documented into the ledger, copied & submitted to the Finance Department, and reviewed on a monthly basis.
3. Cash funds will be kept properly secured and under the control of the Chief of Police or his designee.

F. Grant Purchases:

1. Any purchases made through an approved Federal, State or local grant must be authorized by the Chief of Police or his designee.
2. To ensure that the use of unauthorized vendors who have been placed on a “debarment” list are not used, purchasers will check that updated Debarment list on the appropriate web site (www.epls.gov) and/or through the Town Finance Office or the Town’s Designee.

ORDERED and EXECUTED this 15th day of APRIL, 2013

Christopher Workman
Chief of Police