



# POLICY MANUAL

## Purchasing Procedures

### Petty Cash Payments

Code: 1 – 15 – 7

Book Chapter Subject

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7.0 Purpose: Establish Procedures for Petty Cash Purchases.

7.01 Scope: All Fire Department Personnel.

#### 7.02 **PETTY CASH**

When you use petty cash for purchases of **\$25.00 or less**, reimbursement will be made through the Administration Division after you have:

- 1) Notified the Battalion Chief of the purchase, provided a copy of the receipt and have been given an account number for the purchased item(s).
- 2) Completed the petty cash reimbursement form.

#### 7.03 **PAYMENT OF PURCHASES**

All Fire Department invoices are processed through Headquarters. If you do receive an invoice, please forward it to Headquarters so that it can be paid in a timely manner.