

**Board of County Commissioners
Leon County, Florida**

Policy No. 96-13

Title: Petty Cash Accounts, Authority to Establish

Date Adopted: July 16, 1996

Effective Date: July 17, 1996

Reference: Leon County Purchasing Policy No. 96-1

Policy Superseded: N/A

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

In the interest of prudent and efficient operation of County government, Petty Cash Accounts may be established upon approval of the County Administrator. Such Petty Cash funds are to be used strictly in accordance with provisions governing these funds in the Leon County Purchasing Policy.

Requests to establish Petty Cash Accounts shall specify a specific dollar amount for a full fiscal year or portion thereof, and shall be accompanied with an appropriate budget amendment transferring operating funds to the Petty Cash Account. All such requests shall be submitted by and through Group Directors. Included with the request from a Group Director shall be a designated custodian of the Account. When satisfied that a Petty Cash Account would be a cost-benefit to the County, the County Administrator may approve the request and forward authorization to the Office of Management and Budget for coordination with the Clerk of Courts' Finance Director to establish the account.