

State of Nevada
Department of Administration
Administrative Services Division
Unit 3 - Budget Analysis

Procedure

Section	Title	Origination Date: 01/31/2012
12	Petty Cash Fund Audit	Revision Date: 03/05/2012

Procedure

The State Board of Examiners may authorize the establishment of a petty cash account of not more than \$500 for a State agency out of the agency's budgeted resources (NRS. 353.252).

The Petty Cash funds should be used only the purpose for which the fund was established and never used to circumvent the normal process of purchasing.

When the fund has reached the replenishment point and at June 30th of each year, the custodian will reconcile the fund and will have an Admin Services (AA) prepare a payment voucher.

The fund shall be reconciled by totaling all the disbursement vouchers and cash in the petty cash lock box. The total of these two items must match the authorized amount. This will be accomplished by the BA.

The BA will complete the Petty Cash Fund Reconciliation Form and the have the appointing authority sign as well as the Custodian of the fund.

Any discrepancy in the amount must be investigated immediately. If the discrepancy cannot be found it must be reported as such to the agency Administrator. This reconciliation is to be recorded and initialed by the custodian on the spreadsheet form. Also see 1.28 Petty Cash Reimbursement.

Filed in petty cash reconciliation.