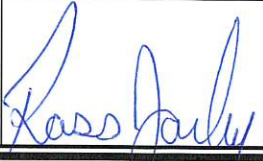


The Rural Municipality of Elton

REFERENCE:	Finance	AUTHORITY:	Council
SUBJECT:	Petty Cash Under \$25.00	EFFECTIVE DATE:	April 17, 2018
ADOPTED BY RESOLUTION NO. & DATE:	2018-131 April 17, 2018	NUMBER OF PAGES:	1
AMENDED BY RESOLUTION NO. & DATE:		REEVE'S SIGNATURE FOR APPROVAL	

POLICY DESCRIPTON:

Whereas the Council of the Rural Municipality of Elton wishes to enact a policy that all items under \$25.00 be reimbursed by petty cash from the office cash float.

Now therefore the following process be implemented for petty cash transactions under \$25.00 for all employees and Council members:

- All transactions under \$25.00 must be paid by cash and not charged to an Elton account;
- Receipt must be submitted to office;
- If the amount is \$25.00 or greater the receipt must be submitted to the office and a cheque will be issued at a later date.