

WESTVILLE FIRE DISTRICT NO. 1
23 W. OLIVE STREET, WESTVILLE, NEW JERSEY 08093

PETTY CASH

POLICY#	F1.6
DATE ADOPTED	5/22/97
DATE REVISED	10/26/10

**PURPOSE OF POLICY: TO PROVIDE A REASONABLE AND SAFE PETTY CASH
AMOUNT FOR THE PURCHASE OF LOW COST, DAY TO DAY
ITEMS USED IN THE OPERATION OF THE FIRE DISTRICT**

1. The Fire Commissioner, who is appointed Treasurer, will keep \$200.00 in petty cash funds on hand for reimbursement of expenses incurred by the Fire Department personnel for the purchase of items not exceeding \$ 50.00, approved by the Fire Commissioners or Fire Chief.
2. The reimbursement of any expenses will require receipts containing the date of purchase as well as the price of the items (s) purchased.
3. At the end of each year (December 31) the petty cash fund will be closed out and the remaining balance Will be put into the general fund as required by the auditor.
4. As soon as possible after January 1, a resolution shall be drawn up to establish a new petty cash account.