

**CENTRAL STATE HOSPITAL
POLICY**

SUBJECT: **PURCHASES FROM PETTY CASH**

ANNUAL REVIEW MONTH: November

RESPONSIBLE FOR REVIEW: Financial Services Director, CSH

LAST REVISION DATE: July 2009

I. PURPOSE:

To provide standard procedures for Central State Hospital Petty Cash Purchasing activities, to maintain fiscal accountability and control, and to ensure that applicable Department of Behavioral Health and Developmental Disabilities (DBHDD)/CSH purchasing regulations are followed.

II. GENERAL

Purchases from Petty Cash are limited to those of an immediate emergency nature, and which require immediate payment. In accordance with DBHDD Administrative Policy VIII. C. 1., Decentralized Cash Accounts - Management, each expenditure may not exceed \$250. The Administrative responsibility for the petty cash account/fund is assigned to the Financial Services Director, CSH Financial Services.

Approved:

This policy has been approved by the CEO and CMO on October, 2009.