

CENTRAL STATE HOSPITAL  
PROCEDURE

SUBJECT: PURCHASES FROM PETTY CASH

ANNUAL REVIEW MONTH: November

RESPONSIBLE FOR REVIEW: Financial Services Director

LAST REVISION DATE: July 2009

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The purpose of this procedure is to provide guidelines and methods for Central State Hospital Petty Cash Purchasing activities.

Participants:                      Originator  
    Service Chief/Department Head/Office Director  
    Business Manager  
    Financial Services Director  
    Paraprofessional Accountant

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**RESPONSIBLE PERSON**

**RESPONSIBILITY**

**Originator**

Prior to purchase, obtain approval of Service Chief/Department Head/Office Director .

**Service Chief/Department Head/Office Director**

Determine if purchase(s)/service can be made through normal channels.

**Originator**

1.     Execute purchase/service after approval is received.
2.     Obtain necessary documentation for petty cash reimbursement once purchase(s)/service is provided.
3.     Complete Form 5142, Petty Cash Voucher and submit with an itemized paid invoice to Service Chief/Department Head/Office Director.

**Service Chief/Department Head/  
Office Director/Business Manager**

1. Check form for proper completion and documentation.
2. Indicate to which organization budget number the expense is to be charged, if funds are available.
3. Sign Petty Cash Voucher Form and forward the original Form 5142 and supporting documentation to CSH Financial Services Department for processing.

**Paraprofessional  
Accountant**

1. Receive Petty Cash Voucher Form 5142 and documentation (original) from Service Chief/Department Head/Office Director/Business Manager or designee.
2. Process voucher for payment by CSH Accounting Department.
3. Notify Service Chief/Department Head/Office Director/Business Manager or designee when check is ready for pick-up.

**Service Chief/Department  
Head/Office Director/  
Originator/Business Manager**

1. Pick up check from Accounting Department.

**Approved:**

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