



PAHRUMP
COMMUNITY
CHURCH

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PETTY CASH REIMBURSEMENT PROCEDURE

1. This procedure is intended for small cash purchases not exceeding \$50.00.
2. A Petty Cash Request Form may be obtained from the Church Secretary.
3. The Ministry Leader may approve the request by telephone, e-mail or in person to the Church Secretary.
4. Ministry Leader shall indicate their account number.
5. The recipient must indicate the need and event for the reimbursement.
6. The Church Secretary will issue a receipt for every reimbursement.
7. The Church Secretary shall submit a monthly request to maintain at least \$200.00 in the Petty Cash box.
8. The Petty Cash box may be used for making change for small cash purchases. A receipt will be issued for such purchases.
9. There will be no reimbursements for Sales Tax. Tax exempt cards may be obtained at the Church Office.

Procedure established
August 19, 2014