

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	Reference Number FIS-001
	Subject Petty Cash Funds and Purchasing Card Program	
	Special Instructions Replaces FIS-001 dated June 3, 2008	Effective Date January 15, 2015

I. PURPOSE

Establish guidelines for the administration of petty cash funds and the Purchasing Card Program.

II. POLICY

Items purchased from petty cash funds or with the purchasing card shall be in accordance with the following procedures. Any deviation from these procedures shall require authorization by the Assistant Chief of Staff Fiscal or the Director of the Fiscal Section .

III. PROCEDURE

A. Petty cash funds and purchasing cards (P-Card) shall be maintained at district/divisions/sections designated by the Assistant Chief of Staff Fiscal or the Director of the Fiscal Section .

B. The amount of petty cash funds and purchasing card allotments shall be established by the Assistant Chief of Staff Fiscal or the Director of the Fiscal Section .

C. The following procedures shall be used in conjunction with guidelines and procedures established by the State Board of Accounts, Auditor of the State, Indiana Department of Administration, and the State Budget Agency.

D. Commanders are responsible for all charges made to the P-card that has been issued to your command. Commanders authorizing personnel or making unauthorized purchases, using petty cash funds or the P-Card shall be subject to remedial action, including reimbursement of such expenditures.

D. Division, section and district commanders shall be personally liable for the proper management of the petty cash funds and Purchasing Card Program. Commanders responsible for petty cash funds and purchasing card purchases shall limit single petty cash authorized expenditure to a maximum of \$500.00 and single purchasing card authorized expenditure to a maximum of \$500.00.

E. Determining allowable purchases using either petty cash funds or the purchasing card.

1. Items currently found on a Quantity Purchase Agreement (QPA) or provided by INARF (Indiana Association of Rehabilitation Facilities, Inc.) or PEN Products must be purchased through the Fiscal Section and cannot be purchased with petty cash funds or the purchasing card. Approved items available on QPA or through IN-ARF or Pen Products may be found at:

QPA listing: <http://www.in.gov/idoa/2449.htm>.

PEN Products catalog: <https://secure.in.gov/apps/doc/penproducts/>.

IN-ARF products: http://www.inarf.org/state_use/default.asp.

2. Transactions totaling \$500.00 or less, which are non-repetitive emergency purchases, and the items are not available as described in E-1 (above) may be purchased using petty cash funds and the purchasing card. A transaction can not be artificially divided into multiple transactions to keep it under the \$500 limit (Statue IC 5-22-8-1).

F. Questionable items to be purchased from petty cash funds or with the purchasing card shall be referred to the Fiscal Section , for approval, prior to being purchased.

G. All purchases from petty cash funds and with purchasing cards shall be evidenced by one original receipt. The receipt shall be stamped "PAID," dated, and initialed by the applicable officer in charge, division or district commander or designee.

I. The monthly bank statements involving petty cash funds must be reconciled with the purchases and a copy shall be maintained at the section, district or division for audit purposes.

J. Purchase card statements must be reconciled with the purchases and a copy shall be provided to the Fiscal Section with the monthly itemization report.

K. Separate monthly reports itemizing expenditures for petty cash fund purchases and purchasing card purchases shall be completed, in duplicate, and approved by the applicable, division or district commander. Copies will be forwarded to the Fiscal Section with the section, division or district expenditure reports; additionally, copies will be maintained at the applicable section, division or district until an audit is completed by the Fiscal Section. The following due dates shall be adhered to when submitting expenditure reports:

1. The petty cash itemization sheet and receipts shall be forwarded to the Fiscal Section by the 10th of the month for reimbursement.

2. Purchase card itemization sheet, receipts and copy of purchase card statements shall be forwarded to the Fiscal Section by the 25th of the month.

L. Annual audits of petty cash funds and the Purchasing Card Program shall be conducted by the Fiscal Section.

M. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.