

# Bexar County Master Gardeners

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**SUBJECT:** F-8 – Petty Cash

**POLICY:**

The Bexar County Master Gardeners (BCMG) will maintain a \$50 Petty Cash fund in the office for miscellaneous expenses under \$25 when it is not practical to be invoiced or when purchases need to be made immediately.

Funds may be used to reimburse a BCMG with a properly approved Reimbursement Request form and a receipt or to provide an advance for a pending expenditure. Where applicable, every effort should be made to obtain and present a Texas Sales Tax Exempt certificate at the time of purchase to avoid paying sales taxes.

Once a purchase has been made, the receipt and balance of any funds advanced must be returned to the BCMG office.

The Office Manager will reconcile Petty Cash funds at least monthly, or more often as needed to replenish the fund.

The Petty Cash fund can also be used when a sale requires advanced funds that was established less than two weeks prior to the event. The forms and practices set forth in the F-9 Policy for Sales and Advanced funds must be followed except for the two-week advanced notice

**RATIONALE:**

This policy recognizes that Bexar County Master Gardeners occasionally require advance funds for small, miscellaneous purposes or as starting cash for a “last minute” sales event.

**DATE APPROVED:** 9 September 2021

**DATE REVIEWED:**