



ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

TRIAL COURT FINANCIAL POLICIES AND PROCEDURES MANUAL 7th EDITION

Policy No., FIN 8.04, Petty Cash

EXECUTIVE SUMMARY OF UPDATE

POLICY ISSUE(S)

All definitions previously detailed in 5.0 were moved to the Glossary.

Significant Revisions

1. Section 3.0, Policy Statement. Revise “Executive Office” to “**Executive Officer, or documented designee...**”
2. Sub-section 6.4.1. Add “**per transaction**” to; “The maximum petty cash disbursement is \$100 **per transaction** exclusive of applicable sales tax.”
3. Section 6.6, Petty Cash Fund Reimbursement. Added Paragraph 5, “**Two people shall count and verify the amount in the petty cash fund periodically at the court’s discretion. Any differences will be reported to the Court Executive Officer so that he/she can determine what action that should be taken.**”