

# CRS Petty Cash Policy



Organization Name: Key 360 Support Services, LLC

## Policy:

Key 360 Support Services provides petty cash for individuals living in our Community Residential Settings. The cash may be used for the individuals to engage in various outings and activities.

Team members are responsible for handling, spending and immediately submitting receipts for all transactions to the Program Coordinator to document on the program's Financial Ledger.

The petty cash **MAY** be used for:

- approved service recipient activities
- team member activity admission
- service recipient food & drinks

The petty cash **MAY NOT** be used for:

- team member food & drinks
- unapproved service recipient activities
- service recipient clothing personal items
- any team member personal items
- team member gas

All money spent must be recorded *accurately* on the petty cash ledger and accompanied by the *original* receipt from the establishment.

Team members should not use their personal cash or debit/credit cards to make any purchases for the service recipient(s) without prior approval from their supervisor. If a team member receives permission to use their personal cash or debit/credit card for a purchase, the team member must submit the *original* receipt to their supervisor for reimbursement.

**\*Any misuse of the petty cash may result in disciplinary action up to and including termination.**

## Policy reviewed and authorized by:

Name: Cedric Key, Owner & CEO	Date of last policy review: 6/23/2023
Signature: <i>Cedric L. Key</i>	Date of last policy revision: 6/23/2023