BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: INDIVIDUALS SUPPORTED INFORMATION

SUBMITTED BY: Kathleen Swantek	**DATE SUBMITTED:** 08/76	**SECTION:** Accounting	
BOARD APPROVED ON: 08/76	**DATE REVISED:** 01/18/17, 05/16/18, 09/09/2026	**SUBJECT:** Petty Cash	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 01/18/17, 05/16/18, 08/21/19, 09/09/26, 11/11/26		**POLICY #:** IA-004	**PAGE #:** 1 of 1

I. APPLICATION

The provision stated herein shall apply to all individuals supported by Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It shall be the policy of the organization to use the following guidelines when handling petty cash.

III. NOTIFICATION/PROCEDURE

WHO	DOES WHAT
Finance Director	1. Will establish a petty cash account for not more than $60.00 to each program.
Program Supervisor	2. Will record the following information on the petty cash breakdown form. a) Date of Deposit b) Amount of Deposit
	3. Disbursements should be recorded on petty cash breakdown as follows: a) date of disbursement (same as purchase date) b) amount spent c) balance d) vendor
	4. Forward original petty cash breakdown with itemized receipts to AP/AR clerk by the third of each month.
AP/AR Clerk	5. Reimbursement to programs will be on a monthly basis.