

## Petty Cash Debit Card Policy

Petty Cash Debit Cards ("PCDC") are for the purchase of immaterial incidentals not normally ordered on a Vendor account. The PCDC are issued to and held by General Managers for Communities managed by Denizen Management to replace what would otherwise be defined as petty cash. PCDCs are issued as physical cards in the name of the General Manager along with the Company Name. The PCDCs are pre-funded with approved amount according to this policy.

### Approved Purchases

The following are approved PCDC purchases are as follows:

- Equipment Gasoline
- Court Parking
- Resident Event Supplies
- Postage Stamps
- Emergency incidentals such as an irregular shortage of office supplies, etc.

### Issuing a PCDC

The General Manager issued a PCDC must:

- Use the card per this policy
- Sign an Employee Acknowledgement of Receipt & Agreement for Petty Cash Debit Card(s)
- Sign an Acknowledgement of Receipt of Employee Possession of Petty Cash Debit Card(s)

### Personal Debit/Credit Cards

The use of personal debit/credit cards for petty cash purchases or other property expenses is strictly prohibited and is not a reimbursable expense, except in a case of emergency.

## Funding Limits

The Funding Limit (total amount of funds available) on the card is determined by the District Manager in accordance with the policy and approved by Financial Services.

## Managing the PCDC

It is the responsibility of the PCDC holder to manage the use and balance of the PCDC. The approved Funding Limit of the PCDC should be sufficient to cover the typical monthly demand. In addition, if there is an anticipated need for an increase of the Funding Limit, pre-planning is required to avoid cumbersome processing and delay in using the card.

## Accounting Process of PCDC Use

All PCDC holders must process per this policy.

- Petty Cash Requisition Requests must be submitted every month on or before the 20th. If no purchases are made, a Petty Cash Requisition Request is required noting no purchases and showing the balance on your PCDC at the time of the request.
- The Petty Cash Requisition Request with all receipts must be provided to and approved by the District Manager.
- Once the Requisition Request is approved, received and processed by Financial Services, the PCDC will be loaded.
- Please note: it takes **three (3) days** for the funds to appear and become available. You will receive an email notification when the funds are available for use.

## Acknowledgement of Receipt & Agreement for Petty Cash Debit Cards

Prior to an issuance of a PCDC, an Employee must sign an Acknowledgement of Receipt & Agreement for Petty Cash Debit Cards that outlines the Employee's responsibility for the use of all issued Petty Cash Debit Cards. A copy of this acknowledgement is kept in the Employee's personnel file.

## Acknowledgement of Receipt of Employee Possession of Petty Cash Debit Card(s)

The PCDCs issued to an Employee is listed on the signed Acknowledgement of Receipt & Agreement of Employee's Possession of Petty Cash Debit Card(s). A copy of this acknowledgement is kept in the Employee's personnel file.