**PETTY CASH FUND POLICY**

As authorized by Board Resolution # a petty cash fund in the amount of dollars ($ ) will be maintained in the Housing Authority office.

1. The Executive Director will be the custodian of the Petty Cash Fund.

2. No single expenditure over $ shall be made from the Fund.

3. All expenditures shall be supported by receipts.

4. Reimbursements to the Petty Cash Fund shall be made as needed and approved by the Executive Director.

5. Petty Cash Fund will not be used to cash personal checks or make loans to employees or tenants.