



POLICY # 15
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TITLE: **Purchasing Signature Authority**

MANUAL: Petaluma Health Care District Board

Board Approval Date: February 16, 2016 Written By: S.Cochrane/R.Faith

Review Dates: September 19, 2017

January 15, 2019

I. POLICY

- A. All purchases made for the District by staff shall be authorized by the District Controller or CEO and shall be in conformance with the approved District budget.
- B. Any commitment of District funds for a purchase or expense greater than \$20,000 shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations.
- C. A “petty cash” fund shall be maintained in the District office having a balance-on-hand maximum of \$200.00 with District Controller oversight.
 - 1. Petty cash may be advanced to District staff or Directors upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. The maximum petty cash advance shall be \$50.00.
 - 2. No personal checks shall be cashed in the petty cash fund.
 - 3. The petty cash fund shall be included in the District’s annual independent accounting audit.
- D. Whenever employees or Directors of the District incur “out of pocket” expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request from the District’s petty cash fund or by warrant request if needed. Reimbursements will be authorized by District Controller.

- E. Employees of the District with CEO authorization shall use a District credit card for approved item(s) or service(s) appropriately relating to District business as verified by valid receipts and stated purpose. District Controller has authority to reconcile and approve credit card activity.