

# Petty Cash Funds Policy



**Effective:** March 1, 2019  
**From:** Diana Becton, District Attorney

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Petty Cash funds are a small pool of currency used to make payment for small expenditures that cannot be made cost effectively through other means, such as a warrant. Each Petty Cash transaction must be supported by an original receipt or invoice and signed for by the recipient. If the original receipt is not available, a memo explaining why it is not available is required (Administrative Bulletin 215.1).

There are Petty Cash funds at each of the District Attorney's Office locations that are managed by the Office Manager at that location. The Office Managers are the custodians of each Petty Cash fund. In the Office Manager's absence, the lead clerk at each office location shall be designated as the alternate custodian.

All requests for reimbursement must be approved in advance by the Unit Manager or Senior Deputy District Attorney in charge of the Division, and must be accompanied by the following: (1) an original receipt for expenditure or DA60\* (if applicable); (2) a docket number or PbK file number (if applicable); (3) an org number; and (4) a reason for the expenditure. If the original receipt is not available, a memo explaining why it is not available is required.

The following items will be reimbursed through the Petty Cash fund:

- BART, Bus or Train fare for witnesses
- Certified mail
- Certified copies of documents
- Birth or Death certificates
- Meals and/or mileage for witnesses\* (Breakfast \$5.00; Lunch \$7.00; Dinner \$11.00)

The Petty Cash fund will not be used to reimburse the following expenses:

- Cashing of personal or other checks
- Personal loans or salary advances
- Professional services
- Employee mileage
- Employee bridge tolls
- Employee parking expenses
- Employee meals
- Employee travel
- Sanctions
- Gifts or gift cards
- Alcohol
- Malfunctioning vending machines

If an employee needs to be reimbursed for preapproved travel, please use the County Employee Travel Demand form (DA50.1).

\* If a witness needs to travel, you must prepare a DA60 form in advance of the travel (Advance Request for Approval of Expenditure); meals will then be paid from the Petty Cash fund or a Witness Reimbursement Form (M355) to reimburse for mileage. If a witness needs to travel and this necessity is known in advance by the attorney or investigator assigned to the case, please prepare the request in advance of the witness' court appearance and funds will be allocated prior to the witness' appearance.