

Beartooth Electric Cooperative, Inc.

FINANCIAL POLICY NO. 310

1. SUBJECT: PETTY CASH

2. OBJECTIVE:

2.1. To establish a petty cash fund for general use at the Beartooth Electric Cooperative, Inc. (BEC) office in Red Lodge.

3. POLICY:

3.1. Petty cash will be maintained in the amount of \$250.

3.2. The General Manager will designate one person who will be responsible for management of the petty cash box.

3.3. A receipt book will be used for the receipt/return of cash by employee.

3.4. When petty cash is used, a purchase receipt for the amount of the cash used will be provided.

4. RESPONSIBILITY:

The director finance and accounting and General Manager and finance personnel shall be responsible for the administration of this policy.

Adopted: 11/25/2014
Revised: 02/28/2017
Reference: BEC III A.4.
Review Date: February 2019

Attest: /s/ David Peterson
Board President

Attest: /s/ Julie Lindgren
Secretary/Treasurer