

Part: **Public Money and Property**
 Section: **General Revenue Fund and Revolving Funds**
 Subsection: **Payments from the GRF**
 Policy: **Petty Cash and Cash Register Float Losses**

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Petty Cash and Cash Register Float Losses

Objective

The objective is to outline the requirements for the replacement of petty cash funds in the event of a shortage or loss.

Authority

The Financial Administration Act, 1993, clauses 5(a) and 5(e), subsection 10(2) and sections 22 and 28

Treasury Board Policy

- .01 Petty cash funds may be reimbursed for shortages or losses when approved by the permanent head or delegate and the amount of the reimbursement does not exceed \$500. All attempts to recover the loss must be exhausted.
- .02 Treasury Board Orders are required for reimbursements over \$500.

Provincial Comptroller Directives

- .03 Ministries are to use the [Standard Payment Form](#) signed by the permanent head or delegate for reimbursements under this policy.

References

- [3100 Payments from the GRF](#)
[3101 GRF Payment Responsibilities](#)
[3110 Petty Cash and Cash Register Floats](#)
[4100 Other Risk Management Policies](#)