

# GREELEY POLICE DEPARTMENT

**General Order 231.00**

**Reviewed: 12/14**

## **231.00 DEPARTMENTAL PETTY AND SPECIAL CASH ACCOUNTS**

- In addition to the normal purchasing procedure, the Department maintains a petty cash account in the Administrative Section for minor purchases requiring expediency, a special investigations fund in the Investigations Section and a special investigations fund in the Patrol Section.
- The petty cash fund will be maintained in the Administrative Section by the Administrative Specialist who will have sole access for disbursements and will be responsible for reconciling the fund as necessary. The fund will be established and maintained as required by City policy.
- Records of Appropriations/Authorized Persons: Funds for both the petty cash and special investigations accounts will be collected from the Finance Department by the Administrative Section. Upon receipt of the check from the Finance Department, the Administrative Specialist will distribute the checks to the appropriate employees who are responsible for petty cash funds. The check will serve as the receipt. Funds received from the check will then be recorded and entered into the fund. Funds will be kept in secure areas accessible by the section-level supervisor and his designee who will have responsibility to receive and disburse funds.
- Internal Audits: In addition to audits conducted by auditors contracted by municipal government and by the City Finance Department, the Investigations Commander, Task Force Lieutenant, and Day Watch Commander shall ensure their respective accounts are internally audited not less than quarterly by Inspectional Services. Quarterly audits will assure that records and receipts provide full accountability and justification for expenditures. The audit reports for the petty cash account will be evaluated and approved by the Chief of Police. The audit reports for the special investigations fund in the Investigations Section will be evaluated and approved by the Support Services Division Commander and the special investigations fund in the Patrol Section will be evaluated and approved by the Operations Division Commander.

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Authorized by Jerry Garner, Police Chief

Effective Date: December 5, 2014

Jerry Garner  
Signature

Date: 12-5-2014