

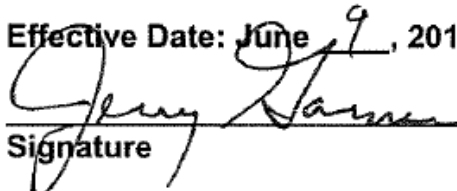
GREELEY POLICE DEPARTMENT

General Order 230.00

Reviewed: 06/16

230.00 CASH FUNDS

- Procedures for all Cash Fund Accounts: Any cash funds or accounts where departmental personnel are permitted to receive, maintain, or disburse cash will provide for the following accounting procedures:
 - A balance sheet or ledger that identifies initial balance, credits (cash income received), debits (cash disbursed), and the balance on hand;
 - Receipts or documentation for cash received;
 - Authorization for cash disbursement, including authorization from the Chief of Police for expenses in excess of a given amount;
 - Records, documentation, or invoice requirements for cash expenditures;
 - Positions authorized to disburse or receive cash; and
 - Quarterly accounting of agency cash activities.

General Order 230.00	<u>CASH FUNDS</u>	Reviewed: 06/16
Authorized by: Jerry Garner, Police Chief		
Effective Date: June 9, 2016		
 Signature	Date:	6-9-2016