



Everyone needs a home

HFS Administrative Office
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PETTY CASH FUND AGREEMENT

Department/Site _____

Staff Name _____ Fund Amount _____

As Custodian, I understand that I am responsible for the security and maintenance of this petty cash fund according to the following procedures:

1. The petty cash fund will be locked in a secure place at all times.
2. All disbursements from the fund must have proper back-up and supporting vouchers (i.e. invoices and receipts) and will be made in accordance with current HFS Financial Policies.
3. At all times the total of the receipts plus the cash must equal the fund balance
4. In order to replenish the fund, a "Petty Cash Replenishment Request Form" will be submitted to HFS Finance Department, complete with supporting receipts, description of purchases, and signatures from the Custodian and their Manager.
5. The reimbursement will be in the form of a cheque payable to the "Custodian's Name" and will be processed during the normal weekly cheque run. It is the responsibility of the Custodian to allow time for this process.
6. The Custodian may not delegate responsibility for the fund.
7. If the petty cash fund is no longer required it will be returned to HFS Finance department promptly.

I agree to accept responsibility for the petty cash fund according to the above conditions.

Custodian _____ Date _____

Manager _____ Date _____

