

Procedure for Procuring Cash for County Events

In certain circumstances, the Cash Manager or Director of Financial Services may give permission to a county Staff Chair to obtain cash to be used as change for county events.

At least two weeks prior to the event, the county Staff Chair should complete Section 1 of the County Cash Procurement Agreement and submit the request form to Financial Services. The signed request form should be faxed or emailed to the Cash Manager or Director of Financial Services. If the Procurement Agreement is approved, the Cash Manager or Director of Financial Services will sign Section 2 of the form and will return the approved form to the Staff Chair. If the agreement is not approved, the Cash Manager or Director of Financial Services will contact the Staff Chair.

If the county's cash request is approved, the county should follow the steps listed below.

1. The Staff Chair should write a county check for the cash amount approved. The check should be cashed at the county's local depository bank.
2. If other county personnel or volunteer(s) are in charge of the event and will receive the cash, Section 3 of the Procurement Agreement should be signed by the person receiving the cash. Their signature acknowledges they have possession of the cash and will be responsible for returning the cash to the Staff Chair.
3. As soon as the event is over or no later than the next business day after the event, the cash should be returned to the Staff Chair for deposit back into the county's local Depository Account. Following deposit of the cash, the Staff Chair should sign Section 4 of the County Cash Procurement Agreement and send a copy of the Agreement and the deposit ticket to the Cash Manager in Financial Services. The Cash Manager will transfer the funds from the County's Depository Account in the following month as part of the funding transfer for county cleared checks.
4. The county office support personnel should record the check and the deposit in Quicken. The approved County Cash Procurement Agreement and a copy of the deposit ticket should be filed in the county's files.