



**Chapter:** Department Operations  
**Subject:** 19-20 – Worksite Cash Boxes  
**Effective:** April 19, 2022  
**Supersedes:** Official Order 8, Sections 8.1.1-8.1.2, dated April 14, 2020  
**Distribution:** Department Members

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**PURPOSE:** This Order establishes department policy related to the use of worksite cash boxes.

**19-20-1 WHEN CASH BOX FUNDS MAY BE USED**

- A. Cash box funds may be used for payment of various small incidental expenditures, such as postage, employee reimbursements, and non-travel expenses. Amounts exceeding \$25 must have prior approval by the Budget and Financial Services Division Head Petty Cash Custodian. State sales tax shall not be paid on items purchased.
- B. Cash box funds may be used to obtain evidence provided the expenditure does not deplete the cash box. The receipt need not show who actually received the money, but it shall contain the incident report number, evidence purchased, and approval of the work unit commander. Once the case is disposed of, cash box funds used as evidence shall be deposited by location and an ADM-028 form completed and forwarded to the Budget and Financial Services Division cashier, accompanied by a Property Report/Receipt, UD-014B, or property report/receipt from the department's incident management system.

**19-20-2 WHEN CASH BOX FUNDS SHALL NOT BE USED**

- A. Cash box funds shall not be used for travel or transfer expenses. All travel expenses including meals, mileage, lodging, and parking shall be submitted on an Employee Expense Reimbursement Request, ADM-040, or entered directly in SIGMA.
- B. Members shall not receive reimbursement from the cash box fund for expenses exceeding \$25. These reimbursements should be processed directly in SIGMA.
- C. Regardless of monetary cost, items classified as equipment, items on purchase orders, or items ordinarily carried in stock by the department shall not be purchased with cash box funds.
- D. Expenses involving personal services, such as payments to veterinarians, other doctors, contractors, etc., shall not be paid from the cash box fund.
- E. Motor vehicle emergency expenses shall not be paid from the cash box fund. Drivers who pay for motor vehicle expenses may request reimbursement in SIGMA.

Cash box funds shall not be used to pay monthly bills from vendors. Those payments shall be processed through SIGMA.

DIRECTOR

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**Annual Review Responsibility:** Budget and Financial Services Division

**Accreditation Standards:** CALEA 17.4.2