



TEXAS J REGIONAL ADVISORY COUNCIL

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www.texasjrac.org

Standard Operating Procedure

FINANCIAL SOP:	Petty Cash
SOP NUMBER:	F # 3
SOP EFFECTIVE DATE:	9/08
SOP REVIEWED:	6/09; 8/10
SOP REVISED:	6/09

SOP AUTHORITY STATEMENT:

As stated in the By-Laws in Article VI.10 The Executive Committee shall be empowered to employ personnel to conduct the business of the RAC.

As stated in the By-Laws in Article IX.1 The Board of Directors may authorize any Officer or agent of the Organization to enter into a contract or execute and deliver any instrument in the name of and on behalf of the Organization. This authority may be limited to a specific contract or instrument or it may extend to any number and type of possible contracts and instruments.

OPERATING PROCEDURE:

1. Petty cash items:

- needed on an emergency basis
 - established procedure to pay for the following: postage and parking
 - item cost less than \$ 30.00
- a. Petty cash in the amount of \$ 200.00 will be kept in the JRAC office
 - b. Petty Cash Form to be completed
 - c. Receipt must be attached to the Petty Cash Form