



Twentynine Palms Public Cemetery District

POLICY TITLE: Expense Authorization

POLICY NUMBER: 2125

2125.1

All purchases made for the District by staff shall be authorized by the General Manager, and shall be in conformance with the approved District budget.

2125.2

Any commitment of District funds for a purchase or expense greater than \$5,000.00 shall first be submitted to the Board of Directors for approval or shall be in conformance with prior Board action and/or authorizations.

2125.3

A "petty cash" fund shall be maintained by the District office at a local banking facility.

- a) No personal checks shall be cashed in the petty cash fund.
- b) The petty cash fund shall be included in the District's annual independent accounting audit.

2125.4

Requests for reimbursement are limited to mileage requests when using a personal vehicle to conduct District business.