

Federally-Funded Programs:

Purchases that will be charged to programs funded with federal awards are subject to additional policies.

Contractor Files and Required Documentation

The Finance Department shall create a contractor folder for each new contractor from whom the Agency purchases goods and/or services.

Prior to paying the first invoice from a new 1099-qualifying contractor, a completed W-9 or substitute documentation must be received in the Finance Department. Completed, signed Forms W-9 or substitute documentation are filed alphabetically.

See the section on “Payroll and Related Policies” for guidance on determining whether a contractor should be treated as an employee.

Receipt and Acceptance of Goods

All goods shall be received at each location by the location supervisor, or designated employee, or at the Executive Office by an Internal Control Employee who shall inspect all goods received. Upon receipt of any item from a contractor, the following actions shall immediately be taken:

1. Review bill of lading for correct delivery point,
2. Verify the quantity of boxes/containers with the bill of lading,
3. Examine boxes/containers for exterior damage,
4. Note on the bill of lading any discrepancies (missing or damaged boxes/containers, etc.),
5. Sign and date the bill of lading, and
6. Retain a copy of the bill of lading.

When goods are moved to another area for thorough inspection the following inspection procedures shall be performed:

1. Remove the packing slip from each box/container,
2. Compare the description and quantity of goods per the Purchase Requisition to the packing slip,
3. Examine goods for physical damage,
4. Count or weigh items, if appropriate, and
5. Record an indication of counts on the Purchase Requisition.

It is the policy of the Agency to perform the preceding inspection procedures in a timely manner in order to facilitate prompt return of goods and/or communication with contractors.

Petty Cash Policies

Petty Cash funds will be created only with the approval of a Division Director, the Chief Financial Officer, and Executive Director. All three must approve the creation of a Petty Cash Fund.

Petty Cash Funds cannot exceed \$100, except as otherwise allowed by policy herein.

When a Petty Cash Fund is created, the Petty Cash Custodian will be provided a summary of the Community Services of Northeast Texas, Inc. Petty Cash Policies for the care of the fund. The Petty Cash Custodian will also be asked to acknowledge receipt of the fund and their understanding of the policies governing Petty Cash.

The fund is to be stored in a locked and secure place. Where possible, such location should be within the field of view of one of the Agency's security video cameras.

The Petty Cash Fund is only to be used for authorized purchases or reimbursements to employees for authorized purchases of \$100.00 or less with the presentation of an original store receipt.

Original store receipts are required for the replenishment of the Petty Cash Fund. All reimbursements are to be properly documented with the following:

- A Petty Cash voucher showing the nature of each expenditure
- Original receipts for the purchase that support the voucher

Reimbursements in excess of \$100.00 are completed by submitting a Requisition to the Finance Department with the original receipt, justification and/or authorization attached.

Cashing of personal checks from the Petty Cash Fund is prohibited.

Employee advances from the Petty Cash Fund is prohibited.

At any time, cash on hand and all receipts should be equal to the original amount of the Petty Cash Fund issued.

In special circumstances, the Executive Director may approve a larger Petty Cash fund for a particular location, but in no instance shall any Petty Cash fund exceed \$200.00.

Petty Cash Funds may be monitored at any time as part of the Agency's ongoing monitoring and compliance process.

Replenishment of a Petty Cash Fund shall be accomplished by the issuance of an Agency check made payable to the individual responsible, and shall include in the payee line, the title "Petty Cash Custodian" as to establish the check is not part of the individual's compensation.

POLITICAL INTERVENTION