

POLICY – PETTY CASH USE

Purpose of Policy

The purpose of this policy is to provide guidance for Station Volunteers of Eastern Community Broadcaster Inc. hereafter referred to Radio Eastern fm seeking reimbursement of monies associated with minor purchases for station internal use.

Background

In past times reimbursement of purchases made by volunteer members has occurred when the Treasurer or the Treasurer's designated person is presented with an invoice for goods supplied for station use. This method has led to in some cases to excessive quantities or items not necessary for station operation being purchased with good intent by volunteer members.

Policy

Purchase of items for station usage shall be pre-authorized by the Office Manager.

Any Petty Cash purchase shall not exceed \$100 on any one claim for reimbursement.

A cash purchase claim shall be supported by an invoice detailing the service or items supplied.

Fuel for the Mobile Studio Van which would typically exceed \$100. Is covered in the O/B Van policy noting that fuel will be reimbursed by the treasurer on provision of receipts.

This Policy is supported by the Petty Cash Use Procedure(s);

Policy Reviewed and Updated: 06-03-2025