

# Barstow 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.