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## **PETTY CASH**

Petty Cash transactions can be sent and received with LPs & PMs through the following methods:

### **Distributing PC**

- (1) Checks
- (2) Wire Transfers

### **Returning PC**

- (1) Cash deposit at BOA
- (2) Check Deposit at BOA
- (3) Wire transfer to BOA
- (4) Zelle to BOA

### **PETTY CASH WRAP DOCUMENTATION**

All final PC documentation should be included in the following Onedrive folder:  
Final Digital Wrap Documents >> Section 6 PC & Misc

Include clear, full scans of each PC Envelope & legible copies of all receipts. They will be reviewed and checked for accuracy during each production's wrap.

- All envelopes must be in pencil or typed.
- Receipts should be listed in order of date purchased. Please circle the vendor, date and total. Receipts must be numbered to correspond with the envelope. **NO HIGHLIGHTER.**
- Only **original** receipts are accepted. If the vendor's name and address are not on the receipt, please get a business card.
- All receipts must be taped up onto the back of 8 ½ x 11 pieces of recycled paper in numerical order. Please do not staple receipts together. Do not tape over dates or totals. Do not cut receipts.
- Once your petty cash envelope is complete, please run a calculator tape adding up all totals.
- **We will not reimburse restaurant stubs. All meal receipts must be itemized and include names of people being fed.**
- Petty cash may NOT be used to pay labor of any kind, kit rentals or mileage.
- NO MOTOR MONEY in Petty Cash. Motor Money must be paid via timecard.
- **Petty Cash may NOT be used for rentals, locations or labor of ANY kind.**
- Chits may only be used with the Production Supervisor's approval.
- Absolutely NO RIDESHARE RECEIPTS allowed in petty cash. These must be submitted as a credit card reimbursement.
- Absolutely NO parking tickets, gift cards, prescription drugs, alcohol and/or cigarettes/tobacco/smoking product receipts.
- Gas receipts are for rented vehicles only. **Absolutely NO prepaid gas receipts. They will be returned to you. All gas receipts must show number of gallons and the price per gallon. PLEASE write what vehicle the gas receipt is for under the receipts.**

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