

231.00 DEPARTMENTAL PETTY AND SPECIAL CASH ACCOUNTS

- In addition to the normal purchasing procedure, the Department maintains a petty cash account in the Administrative Section for minor purchases requiring expediency, a special investigations fund in the Investigations Section, a special investigations fund in the Patrol Section, and an emergency victims fund in the Victim Services Unit (VSU).
- In addition to the petty cash account in the Victim Services Unit, the VSU maintains a range of different types of gift cards to be used to assist a victim(s) of a crime. Gift cards may be provided to the victim(s) for food, transportation, lodging, clothing, toiletries, and other items to care for children. The gift cards may also be used to purchase equipment, office supplies, uniforms, any necessary items for unit meetings, and may be provided to volunteers as an appreciation/recognition award. All VSU employees distributing gift cards to the victim(s) shall account for the amount of money expended, utilizing the gift card expense record. The document should include:
 - The type of gift card, amount, and purpose of the expenditure
 - The employee's name
 - The victim's name or identification number
 - Date and place of expenditure
 - Crime report number and type of investigation
 - Signatures from the victim, employee, and a witness employee when available.
- The petty cash fund will be maintained in the Administrative Section by the Executive Assistant to the Chief, who will have sole access for disbursements and who will be responsible for reconciling the fund as necessary. The fund will be established and maintained as required by City policy.
- Records of Appropriations/Authorized Persons: Funds for both the petty cash and special investigations accounts will be collected from the Finance Department by the Administrative Section. Upon receipt of the check from the Finance Department, the Executive Assistant will distribute the checks to the appropriate employees who are responsible for petty cash funds. The check will serve as the receipt. Funds received from the check will then be recorded and entered into the fund ledger. Funds will be kept in secure areas accessible by the section-level supervisor and designee who have the responsibility to receive and disburse funds.

GREELEY POLICE DEPARTMENT

- Internal Audits: In addition to audits conducted by auditors contracted by municipal government and by the City Finance Department, the Investigations Commander, Task Force Commander, and Day Watch Commander shall ensure their respective accounts are internally audited not less than quarterly by Inspectional Services. Quarterly audits will ensure that records and receipts provide full accountability and justification for expenditures. The audit reports for the petty cash account will be evaluated and approved by the Chief of Police. The audit reports for the special investigations fund in the Investigations Section will be evaluated and approved by the Services Deputy Chief and the special investigations fund in the Patrol Section will be evaluated and approved by the Operations Deputy Chief.

General Order 231 PETTY AND SPECIAL CASH ACCOUNTS Reviewed: 04/25

Authorized by Adam Turk, Police Chief

Effective Date: April 1, 2025

Adam F. Turk

Date: 03/31/2025

Signature