



Petty Cash Victim Fund Certification

Information and Instructions

A Petty Cash Victim Fund is a small amount of discretionary funds, in the form of cash, used for disbursements for unforeseen financial intervention paid directly to the victim. Subrecipients providing direct victim services may budget up to two percent of the total Grant Subaward cost for petty cash.

Due to the nature of the Petty Cash Victim Fund, it is necessary that safeguards and accountability of the funds be maintained (see Subrecipient Handbook Section 4.040).

Complete all sections of the form, including identifying limits for disbursements. This form is only required if Petty Cash Victim Fund is a line item on the Grant Subaward Budget Pages (Cal OES Form 2-106a or b). Both the Grant Subaward Director and Financial Officer, or their designee identified on the Grant Subaward Signature Authorization (Cal OES Form 2-103), must sign this form.

This form can be submitted as part of the Grant Subaward Application or with a Grant Subaward Modification (Cal OES Form 2-223), if not previously approved as part of the Grant Subaward Application.



Petty Cash Victim Fund Certification

Grant Subaward #: _____

Subrecipient: _____

I hereby certify the Subrecipient will adhere to the following:

- The Petty Cash Victim Fund and other grant funds will be tracked separately, each with its own account within the general ledger,
- The authority to disburse funds to victims from the Petty Cash Victim Fund will rest with the Grant Subaward Director and Financial Officer, or those identified on the Grant Subaward Signature Authorization Form (Cal OES Form 2-103),
- The identification and signature of the victim and the employee disbursing the fund, the date, the amount, and the reason for the request will be tracked,
- The amount of each disbursement will not exceed \$_____,
- The number of disbursements an individual victim may receive is limited to _____ per Subrecipient's fiscal year, and
- All funds not disbursed to victims during the Grant Subaward performance period will be returned to Cal OES.

Grant Subaward Director Name

Grant Subaward Director Signature

Date

Financial Officer Name

Financial Officer Signature

Date