



## **Petty Cash Fund Certification**

### Information and Instructions

A Petty Cash Fund is a small amount of discretionary funds, in the form of cash or gift cards, used for disbursements for unforeseen financial intervention or paid to those directly located in moderate to high risk hazard areas. Subrecipients may budget up to two percent of the total Grant Subaward cost for petty cash.

Due to the nature of the Petty Cash Fund, it is necessary that safeguards and accountability of the funds be maintained.

Complete all sections of the form, including identifying limits for disbursements. This form is only required if Petty Cash 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 Fund Certification

Grant Subaward #: \_\_\_\_\_

Subrecipient: \_\_\_\_\_

I hereby certify the Subrecipient will adhere to the following:

- The Petty Cash Fund and other grant funds will be tracked separately, each with its own account within the general ledger,
- The authority to disburse funds from the Petty Cash 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 recipient 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 a person may receive is limited to \_\_\_\_\_ per Grant Subaward fiscal year, and
- All funds or gift cards not disbursed 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