

Activity Purchasing Agreement



Objective

To provide a source of funds for monthly activity purchases while safeguarding The Cottages' funds.

Policies & Procedures

1. Activity Petty Cash will be issued to the QLC's (Quality of Life Coordinators) only with the approval of the Director of Fun.
2. Under no circumstances shall Activity Petty Cash ever be intermingled with personal monies of staff or applied for personal purposes even on a temporary basis.
3. The use of personal funds i.e. debit or credit card, cash, etc. for activity purchases is not allowed.
4. The QLC is responsible for holding the Activity Petty Cash in a secure receptacle, and locked in the medication room at all times.
5. The QLC is responsible for ensuring that the Activity Petty Cash log and money are balanced at ALL times.
6. The QLC is responsible for turning Activity Petty Cash logs and receipts into the Director of Fun by the 25th of each month. Turning these in late will result in delayed Activity Petty Cash funds.
7. It is the QLC's responsibility to ensure that all receipts include: place of purchase, date of purchase, and detail of the item purchased. The receipt in its entirety is to be submitted.
8. It is the QLC's responsibility to stay within the budget and to fill in the Activity Petty Cash log completely with all receipts.
9. The Director of Fun will oversee the Activity Petty Cash process. Activity Petty Cash is subject to audit by the Director of Fun at any time.
10. QLC's will be required to sign an agreement indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their spending privileges and/or disciplinary action including, but not limited to termination of employment

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I _____ understand that improper use of Activity Petty Cash may result in disciplinary action, as well as personal liability for any improper purchases. As an Activity Petty Cash manager, I agree to comply with the terms and conditions of this agreement.

I acknowledge receipt of said Agreement and Policies/Procedures and confirm that I have read and understand the terms and conditions.

I will strive to obtain the best value for The Cottages when purchasing merchandise and/or services with this Activity Petty Cash.

- As a manager of this Activity Petty Cash, I agree to accept the responsibility and accountability for the protection and proper use of Activity Petty Cash.
- I will return the Activity Petty Cash log and monies to the Director of Fun or Accounting Department, upon demand, during the period of my employment.
- I further agree to return Activity Petty Cash on the same day to the Director of Fun in the case of resignation, termination or job transfer.
- I understand that the Activity Petty Cash is not to be used for personal purchases. If Activity Petty Cash is used for personal purchases or for purchases for any other entity, The Cottages will be entitled to reimbursement from me of such purchases.
- Individuals that do not adhere to the Activity Petty Cash policy risk revocation of their privileges and/or disciplinary action including, but not limited to termination of employment.
- The Cottages shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

Signature _____ Date _____
(QLC)

Signature _____ Date _____
(Manager)

Accounting Department use only:

Date _____ Amount approved \$ _____

Location _____

Signature _____

(Director of QLC's)

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