

**HARDIN COUNTY GENERAL HOSPITAL
HOSPITAL-WIDE POLICY**

Title: Out of Pocket Expenses - Petty Cash
Policy Number: 154
Regulation:

Effective Date: 5/1/2008
Med Staff:
Admin:

I. POLICY

Hardin County General Hospital disburses reimbursement for smaller amounts of Out of Pocket expenses through Petty Cash. Requirements for reimbursement are, but not limited to, a paid receipt, a copy of an agenda/notice of meeting for travel expenses, a signed supply requisition, etc.

II. DEFINITIONS

III. RESPONSIBILITY

Administrative Assistant

IV. EQUIPMENT

V. PROCEDURES

INFECTION CONTROL: N/A

The required documentation is presented to the Administrative Assistant by the employee for reimbursement and the documentation is attached to the Petty Cash Voucher. Both the employee and the Administrative Assistant (or other authorized personnel) sign the voucher.

VI. DOCUMENTATION

Paid receipts, copy of meeting notice/agenda, supply requisitions, etc.

Mydoc/miscell/Out of Pocket