

## Plano Tax Office-Security Guard

### Petty Cash Payment Fund

- Create a petty cash fund with no more than \$600.00 cash to be used as payment for security guards and replenished every two weeks.
- After the officers work during Tuesday late night hours, cash would be issued to them.
- The supervisors and security guards would complete the “Acknowledgement of Payment Received” form each night worked acknowledging payment was received.  
Reminder: If a new security guard works, then a W-9 must be completed by the guard on the first night worked. The W-9 form must be submitted with the petty cash replenishment request to the Auditor’s office-Accounts Payable.
- Every two weeks, the completed “Acknowledgement of Payment Received” form would be sent to Accounts Payable for replenishment of cash. Along with this form, a running “book balance” of cash on hand would be provided (showing beginning cash, cash payments issued and money replenished). Accounts Payable would review these documents and process payment.
- Internal Auditors would perform cash counts on the security guard petty cash fund periodically.
- Accounts Payable would issue the necessary 1099 forms to security guards for tax purposes from the completed forms received.