

## **Food and consumables – petty cash**

**Labeled jar:** This jar is labeled and is to be used for,

- Food and milk (not for staff)
- Consumables for the house
- Gloves / aprons
- Public transport fares

This money is not to be used to,

- Purchase fuel
- Clothes
- Toys
- Entrance fees on days out unless by prior agreement.

If there are items or equipment that you think are needed, or trips where an entry fee may be required, please discuss with your employer.

**Please put all receipts for purchases in the jar so we can collect & log them.**

[Sign off sheet for staff to acknowledge they have read this policy](#)

<b>Print your name</b>	<b>Sign your name</b>	<b>Date</b>
_____	_____	
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