



COUNTY OF RIVERSIDE  
REGIONAL PARK AND OPEN SPACE DISTRICT

*Quick Reference Guide:*  
**PURCHASING & ACCOUNTING  
PROCEDURES**

*Revised September 2017*



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## PURPOSE

The purpose of this procedure guide is to provide District field staff with a simple reference for processing everyday accounting transactions they will encounter in the course of their business. This guide is intended to be a reference tool only, and does not supersede any District or County policies regarding the topics contained herein.

## DISTRICT FINANCE DEPARTMENT

The District's Finance Department is comprised of three areas:

- ✓ *Purchasing*
- ✓ *Accounting*
- ✓ *Budget and Reporting*

In order to simplify all processes for field staff, the Finance Department has created the following methods for contacting Finance staff and submitting all Finance-related paperwork:

### **EMAILS:**

[Parks-Finance@rivco.org](mailto:Parks-Finance@rivco.org)

*Email sent to this address is copied to the entire Finance team. You can be assured your inquiry will be addressed in a timely manner by the appropriate person – no more worries about who does what task or if someone is on vacation.*

[Parks-Purchasing@rivco.org](mailto:Parks-Purchasing@rivco.org)

*Email sent to this address is copied to the entire Purchasing Unit.*

**PAPERWORK: Finance Inbox** @ Headquarters mailroom

*All Finance paperwork should be turned in here:*

- ✓ *Daily Cash Handling forms*
- ✓ *Form 10's*
- ✓ *Bid Summary Sheets*
- ✓ *Invoices/Receipts*
- ✓ *Packing Slips/Receivers*
- ✓ *Expense Reimbursement Forms*
- ✓ *Timesheets*
- ✓ *Mileage Logs*



*Paperwork submitted to this inbox is retrieved, logged, and tracked daily by Finance staff.*



## PURCHASING

### Purchase Types

All purchases can be categorized as one of the following types:

#### COMMODITIES

Tangible items

*Examples:*

- ✓ Plumbing parts
- ✓ Cleaning supplies
- ✓ Furniture
- ✓ Vehicles
- ✓ Office supplies
- ✓ Animal feed

#### SERVICES

Non-tangible service request

*Examples:*

- ✓ Pest Control services
- ✓ Window cleaning
- ✓ Tree trimming
- ✓ Veterinary services
- ✓ Musician performance
- ✓ Event planning assistance

#### PUBLIC WORKS

ANY improvements to land and buildings

*Examples:*

- ✓ Carpet replacement/installation
- ✓ Window replacement
- ✓ Fence installation
- ✓ Sewer line improvements
- ✓ New shed construction

### Purchase Requisition (Form 10)


You must prepare a **Purchase Requisition (Form 10)** and obtain all required documentation and approvals before making any purchases. This form is available on the District's Intranet.

The Form 10, when signed by your supervisor, gives you authorization to purchase the items listed up to the maximum dollar amount allowed for that purchase. **You can use a single Form 10 to justify multiple purchases of the same item up to the authorized amount.**

COUNTY OF RIVERSIDE REGIONAL PARK AND OPEN SPACE DISTRICT							REQUISITION #	PURCHASE ORDER #
PURCHASE REQUISITION								
Requester:				Purpose:				
Contact Info:								
Date Prepared:								
Date Needed:								
Delivery:				Vendor:				
Program:				Address:				
Location:				Phone:				
			Contact:					Buy Vendor?
								Buy Vendor?
Type	Description	Qty	Unit	Price	Tax	Account	Amount not to exceed	
SHIPPING							523760	
LABOR							520000	
<b>TOTAL REQUISITION NOT TO EXCEED \$</b>							<b>-</b>	
<i>Supervisor Approval Signature</i>								
<i>Manager Approval Signature</i>								
FINANCE DEPARTMENT USE ONLY						<b>SPECIAL INSTRUCTIONS</b>		
Request:								
Order:								
Contract:								
FUND						PROJECT	BUDGET CHECKED:	



**COMPLETING A FORM 10:**

 COUNTY OF RIVERSIDE REGIONAL PARK AND OPEN SPACE DISTRICT		<b>REQUISITION</b>	<b>PURCHASE ORDER</b>
<b>PURCHASE REQUISITION</b>			
<b>Requestor:</b>	1	<b>Purpose:</b>	
<b>Contact Info:</b>	2	7	
<b>Date Prepared:</b>	3		
<b>Date Needed:</b>	4		
<b>Delivery:</b>	5	<b>Vendor:</b>	8
<b>Program/Location:</b>	6	<b>Address:</b>	
		<b>Phone:</b>	
		<b>Contact:</b>	<b>New Vendor?</b>
			9

1. **REQUESTOR:** Your Name
2. **CONTACT INFO:** Your phone number or email address
3. **DATE PREPARED:** Current Date
4. **DATE NEEDED:** The date you need the request fulfilled
5. **DELIVERY:** How will you receive the item:
  - a. **Store Pick-up:** You will go to the store and make the purchase
  - b. **HQ Pick-up:** Purchasing will order the item to be picked up at District Headquarters
  - c. **To Location:** Purchasing will order the item to be shipped to your work location
  - d. **Not Applicable**
6. **PROGRAM/LOCATION:** Select your budget program/location from the list
7. **PURPOSE:** Write a brief sentence stating why this purchase is being made.
8. **VENDOR:** Type the vendor's business name. Include address, phone number, and name of contact person (if any).
9. **NEW VENDOR?:** Select whether or not this is a new vendor:
  - a. **New:** Vendor has not done business with the County of Riverside.
 

**NOTE:** The vendor registration process is handled by the Auditor-Controller's office, and it can take up to 4 weeks before payment can be issued to a new vendor. Please be aware of this timeline when selecting vendors who are "new" to the County.
  - b. **Existing:** Vendor is fully registered with the County of Riverside.

When completing the line items, there is no need to write out every specific item you will be purchasing. A single line for each category of item is preferable, with a total dollar amount not to exceed.

*Example:*

Type	Description	Qty	Unit	Price	Tax	Account		Amount not to exceed
Service	MCM Syn Blend	1		9.85	0.0775	Maint-Boat	521320	\$ 10.61
Service	Filter Oil Assy	1		11.63	0.0775	Maint-Boat	521320	\$ 12.53
Service	C-Spline Gear Grasse	0.5		8.20	0.0775	Maint-Boat	521320	\$ 4.42
Service	Repair Kit WIP	1		165.04	0.0775	Maint-Boat	521320	\$ 177.83
Service	NGK	4		12.69	0.0775	Maint-Boat	521320	\$ 54.69
Service	Thermostat	1		73.53	0.0775	Maint-Boat	521320	\$ 79.23
Service	Grommet For Anode	1		7.36	0.0775	Maint-Boat	521320	\$ 7.93
Service	Anode	2		11.48	0.0775	Maint-Boat	521320	\$ 24.74
Service	Bushing Kit	1		33.00	0.0775	Maint-Boat	521320	\$ 35.56
Service	Oil Blend	1		35.62	0.0775	Maint-Boat	521320	\$ 38.38
Service	Filter Element	1		23.67	0.0775	Maint-Boat	521320	\$ 25.50
Service	Gear Lube	25		0.55	0.0775	Maint-Boat	521320	\$ 14.82
Service	Gasket Drain Plug	1		3.03	0.0775	Maint-Boat	521320	\$ 3.26
Service	Anode Cover Kit	2		19.56	0.0775	Maint-Boat	521320	\$ 42.15
Service	Anode	1		32.00	0.0775	Maint-Boat	521320	\$ 34.48
Service	Filter	1		78.46	0.0775	Maint-Boat	521320	\$ 84.54

*Field staff need to purchase several parts for boat maintenance. All the parts will be charged to the same expenditure account, 521320 Maint-Boat.*

*Instead of typing in the details that will be included on the vendor's invoice...*



*...save time and group all the parts into a single line item – “Parts for boat service” – coded to 521320 Maint-Boat with a price not to exceed \$650.*

Type	Description	Qty	Unit	Price	Tax	Account		Amount not to exceed
Product	Parts for boat service	1	1	650.00	0.0775	maint-boat	521320	\$ 700.38



**REMEMBER:** You can use a single Form 10 to justify multiple purchases of the same item up to the authorized amount.



**SHIPPING** and **LABOR** costs must be shown separately on the lines provided.

Obtain approval from your **SUPERVISOR**. If the total requisition amount is greater than your supervisor's approval authority, an additional **MANAGER** approval will be required.

		SHIPPING	523760	
		LABOR	520000	
<b>TOTAL REQUISITION NOT TO EXCEED \$ -</b>				
Supervisor Approval Signature				
Manager Approval Signature				
<i>FINANCE DEPARTMENT USE ONLY</i>			<b>SPECIAL INSTRUCTIONS</b>	
Entered:				
Ordered:				
Controlled:				
FUNDR	DEPTID	CLASS	PROJECT	BUDGET CHECKED:

Include **SPECIAL INSTRUCTIONS** if additional information is needed for Purchasing or Accounts Payable.

**PRINT** the completed Form 10 and submit to the **ACCOUNTING INBOX** in the Headquarters mailroom. If you will be purchasing the item yourself, staple the invoice/receipts to the Form 10 before submitting.

EXTRA FEATURES:

The appropriate **ACCOUNTING STRING** will be filled in for you automatically based upon the Program/Location you chose at the top of the form.

**PROCEDURE PROMPTS** will pop up in the space underneath the Total Requisition amount if your requisition is subject to additional requirements. Please follow the instructions on these prompts before making any purchases or scheduling work:

**CONTACT PURCHASING FOR ASSISTANCE**

BEFORE SCHEDULING WORK, Call Parks Purchasing or Email [Park-Finance@rivco.org](mailto:Park-Finance@rivco.org) for assistance

**THREE QUOTES AND P.O. REQUIRED**

BEFORE MAKING A PURCHASE, COMPLETE Bid Summary Sheet, then call Parks Purchasing or Email [Park-Finance@rivco.org](mailto:Park-Finance@rivco.org) for P.O. #

**FORMAL BID PROCESS REQUIRED**

Call Parks Purchasing or Email [Park-Finance@rivco.org](mailto:Park-Finance@rivco.org) to start formal bid process.

**THREE WRITTEN QUOTES AND P.O. REQUIRED**

BEFORE MAKING A PURCHASE, Obtain three written quotes. Complete Bid Summary Sheet, then call Parks Purchasing or Email [Park-Finance@rivco.org](mailto:Park-Finance@rivco.org) for P.O. #



REGIONAL PARK AND OPEN SPACE DISTRICT  
Quick Reference Guide: PURCHASING & ACCOUNTING PROCEDURES

### Blanket Purchase Orders

A purchase order (P.O.) is required if you are purchasing commodities over \$400 or services and public works for any amount. To obtain a P.O., you must gather three quotes from different vendors using the **BID SUMMARY SHEET** and contact District Purchasing for further assistance before making the purchase or scheduling work.

To simplify this process for field staff, District Purchasing has set up **BLANKET PURCHASE ORDERS** for many frequently-used vendors. Before selecting a vendor for your purchase, check the Blanket P.O. list (available on the District Intranet) to see if your preferred vendor, or a comparable vendor, is already set up. If you select a vendor from the Blanket P.O. list, you will not be required to obtain three quotes or prepare the Bid Summary Sheet. Simply enter that vendor's Blanket P.O. number at the top of your Form 10 and proceed with the purchase.

	COUNTY OF RIVERSIDE REGIONAL PARK AND OPEN SPACE DISTRICT	REQUISITION #	<b>PURCHASE ORDER #</b>
	<b>PURCHASE REQUISITION</b>		
Requester:	Purpose:		
Contact Info:			
Date Prepared:			

### Bid Summary Sheet

QTY	UNIT	PART NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE	EQUAL PART	UNIT PRICE	EXTENDED PRICE	EQUAL PART	UNIT PRICE	EXTENDED PRICE
					0.00			0.00			0.00
					0.00			0.00			0.00
					0.00			0.00			0.00
					0.00			0.00			0.00
					0.00			0.00			0.00
					0.00			0.00			0.00
					0.00			0.00			0.00
					0.00			0.00			0.00
					0.00			0.00			0.00
					0.00			0.00			0.00
SPECIAL INSTRUCTIONS/COMMENT				Subtotal:	0.00	Subtotal:	0.00	0.00	Subtotal:	0.00	0.00
				Shipping:		Shipping:			Shipping:		
				Labor:		Labor:			Labor:		
				Tax:	0.00	Tax:	0.00	0.00	Tax:	0.00	0.00
				Total:	\$0.00	Total:	\$0.00	\$0.00	Total:	\$0.00	\$0.00
Riv City Local Vendor Preference +5%: NO					0.00	Riv. Caty: YES			Riv. Caty: NO		0.00
DVBE +3%:						DVBE:			DVBE:		
<b>GRAND TOTAL:</b>					<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>

If there is not a BLANKET PURCHASE ORDER for your vendor, you must gather three quotes from different vendors using the **BID SUMMARY SHEET** and contact District Purchasing for further assistance before making the purchase or scheduling work.

This worksheet is included as a separate tab in the Form10 template available on the District Intranet, and will guide you through the process of gathering the required information for each vendor quote.





## *P-cards*

P-cards are District-issued credit cards that can be used for small-dollar commodity purchases. If you have completed your Form 10 and obtained all required approvals and documentation, you may choose to use your P-card to make the purchase yourself. Retain your Form 10s and purchase receipts and submit to Accounting with your monthly P-card package.

P-cards may **NOT** be used for the following types of purchases:

- ✓ *All Services*
- ✓ *Public Works*
- ✓ *Office supplies or printing*
- ✓ *Computers and peripheral equipment other than from County-contracted vendors*
- ✓ *Fuel*
- ✓ *Automotive parts*
- ✓ *Chemicals & hazardous materials*
- ✓ *Insurance*
- ✓ *Membership dues*
- ✓ *Split purchases (splitting a large purchase into multiple transactions to circumvent dollar limits)*

Additional information on the proper use of P-cards can be found in the County of Riverside Procurement Card Program Procedure Handbook (available on the District Intranet).



## *Petty Cash*

District Finance has issued small Petty Cash funds to several District sites. The purpose of a Petty Cash fund is to provide a means to make small, incidental purchases without having to follow the usual purchase requisition procedure.

Each Petty Cash fund has a designated Custodian. The Custodian is responsible for ensuring the Petty Cash is stored in a secure location, the entire amount of the Petty Cash fund is accounted for at all times, and proper documentation is retained for all Petty Cash uses. Petty Cash replenishment checks are issued in the name of the Custodian.

A good rule of thumb is Petty Cash transactions should not exceed \$30. Examples of purchases for which Petty Cash use is allowable:







## Entertainment Services

Any vendor that provides services to the County must provide proof of general liability insurance, and cannot be paid until after the services have been rendered.

If you are planning to hire someone to provide entertainment services (musician, exhibitor, event planner, teacher, etc), you must follow these procedures to ensure all County purchasing requirements have been met before a warrant is issued for payment:

Three weeks prior to event:

- 1) Complete the **ENTERTAINMENT SERVICES AGREEMENT** by providing the specific information for your event and vendor. This form is available on the District Intranet.
- 2) Obtain proof of the vendor's **general liability insurance coverage**.  
*NOTE: Small vendors may be able to obtain a one-day coverage rider on their existing homeowner's or umbrella insurance policy to satisfy this requirement.*
- 3) Submit the completed **ENTERTAINMENT SERVICES AGREEMENT** and the vendor's **proof of insurance** to the District Contract Analyst.

*a. The Analyst will obtain approvals from County Counsel and the District General Manager. This process can take up to one business week.*

- 4) Ensure the service provider has **registered as a vendor** with the County of Riverside.

Entertainment Services Agreement

Riverside County  
Regional Park and Open-Space District  
Entertainment Services Agreement

This Agreement is made and entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the Riverside County Regional Park and Open-Space District (DISTRICT) and \_\_\_\_\_ (CONTRACTOR). The parties agree as follows:

1. **Documents Made Part of This Agreement:** This Agreement is comprised of the following documents: This Agreement, Exhibit A, and Exhibit B, incorporated herein by this reference. Should there be any conflict between this Agreement and any Exhibits attached or incorporated herein, this Agreement shall control.
2. **Services To Be Provided:**
  - A. CONTRACTOR shall provide all services related to provision of entertainment (hereinafter referred to as "Event") as more fully defined in Exhibit A, attached hereto and incorporated herein, and fulfill all other requirements as specified in this Agreement. CONTRACTOR has the expertise, special skills, knowledge and experience to fully perform these services and requirements in a professional manner.
  - B. The time for provision of services by CONTRACTOR shall be: CONTRACTOR shall immediately commence performance of services upon notification from DISTRICT, and shall perform such services throughout the term of this Agreement in a diligent, timely and prompt manner.
  - C. Provision of additional services beyond those stated in this Agreement shall require a written amendment to this Agreement signed by authorized representatives of both parties.
3. **Compensation:** DISTRICT shall pay CONTRACTOR for all services performed in accordance with the payment terms of this agreement as contained in Exhibit A. Full payment and financial obligation on the part of DISTRICT, including the full negotiated amount plus amendments thereto, shall be paid in lump sum by County Warrant at the conclusion of show. Unless otherwise stated in this agreement, CONTRACTOR shall be responsible for all costs and expenses associated with performance or compliance with the terms of this Agreement.
4. **County Representative:** The following DISTRICT representative shall be the contact for CONTRACTOR with regard to the services to be provided pursuant to this Agreement:  
Name: \_\_\_\_\_ Title: \_\_\_\_\_
5. **Compliance with Laws; Licensing:** CONTRACTOR shall comply with all applicable laws, rules and regulations related to performance of this Agreement, including but not limited to all applicable fair employment, civil rights, access, health and safety laws, rules and regulations. CONTRACTOR represents and warrants that it has all licenses, permits and qualifications as are legally or professionally required to perform the services stated in this Agreement. CONTRACTOR shall comply with all applicable DISTRICT policies, procedures, rules and regulations.
6. **Termination:**
  - A. This Agreement may be terminated by DISTRICT for any reason (with or without cause) upon giving 30 days written notice to CONTRACTOR.
  - B. DISTRICT may terminate this Agreement immediately when any of the following occurs: (1) DISTRICT determines that CONTRACTOR's activities are resulting in or may result in discredit to DISTRICT; (2) CONTRACTOR has acted dishonestly; (3) CONTRACTOR is unwilling or unable for any reason to properly perform; or (4) CONTRACTOR has breached a material provision of this Agreement.
  - C. After receipt of a notice of termination from DISTRICT, CONTRACTOR shall: (1) stop all work under this Agreement on the date specified in the notice of termination; (2) deliver to DISTRICT any equipment, materials, data, reports or other work which, if the Agreement had been continued, would have been required to be furnished to DISTRICT by CONTRACTOR; and (3) take any additional actions which may be reasonably requested by



Two weeks prior to event:

- 1) Prepare a **Purchase Requisition** for this vendor, including the following:

*Completed and approved **ENTERTAINMENT SERVICES AGREEMENT**,*

*Proof of vendor's **general liability insurance**,*

***Flyer** for the event they are being hired for, and*

*In the Special Instructions, section, write "**Return Warrant**" to have the check returned to you.*

- 2) District Finance will notify you when the check is ready. You will be the custodian of this check, and will hand it to the vendor after services have been rendered.

The date of the event:

- 1) Keep the check in a secure location until it is needed. After the vendor has rendered services as specified in the contract, you may hand the check to them.

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**NOTE:** Entertainment Services MAY NOT be paid for via petty cash, P-card, or personal reimbursement.



## TRAVEL AND TRAINING

### Pre-Approval

Riverside County Regional Park and Open-Space District TRAINING/TRAVEL AUTHORIZATION			
<i>Supervisor Approval at Least 30 days prior to the Event or Cut-off Date, whichever occurs first.</i>			
<b>EMPLOYEE</b>			
Name:	Position Title:		
Division:	Supervisor:		
Phone:			
<b>TRAINING/CONFERENCE</b>			
Name:	State: California		
Location:	City Type: Standard		
Event Date(s):	From:	To:	EVENT FEE: _____
Membership#:			
<b>BUDGET</b>			
Included in current Budget?	Fund	Dept ID	Class
Yes			
<b>TRAVEL ARRANGEMENTS</b>			
<b>AIR TRAVEL</b>			
<b>DEPARTURE:</b>	<b>ARRIVAL:</b>	<b>RETURN:</b>	
Airport:	Airport:	Airport:	
Date:	Date:	Date:	
Time:	Time:	Time:	
Airfare:		Airfare:	\$ -
Baggage Fee:		Baggage Fee:	\$ -
TOTAL AIR TRAVEL COST			\$ -
<b>ACCOMMODATIONS</b>			
Check-In Date:	Departure Date:		Total Cost
Hotel Choice #1:	Cost per night:		\$ -
Hotel Choice #2:	Cost per night:		\$ -
<i>(Least expensive accommodation option will be selected)</i>			TOTAL ACCOMMODATIONS COST
			\$ -
<b>TRANSPORTATION</b>			
RENTAL CAR	Date Rented:	Date Returned:	
Daily Rate:		Total Rental Car Cost:	\$ -
		Ground (taxi/shuttles):	
Other (specify):		Personal Mileage Reimbursement:	
		Other Cost:	
TOTAL TRANSPORTATION COST			\$ -
<b>GRAND TOTAL TRAVEL COSTS:</b>			
			\$ -
<b>MEALS <i>Including Tax and Tip</i></b>			
	# of Days	Per Diem	Total Allowance
BREAKFAST		\$ 10.00	\$ -
LUNCH		\$ 15.00	\$ -
DINNER		\$ 25.00	\$ -
TOTAL MEALS COSTS:			\$ -
<b>GRAND TOTAL ESTIMATED COSTS</b>			\$ -
<b>APPROVALS</b>			
Supervisor Signature	Date	Supervisor/Meal Signers	Date
		<b>NOT REQUIRED</b>	
Manager Signature	Date	Executive Office Signers	Date

Pre-approval must be obtained at least 30 days prior to any travel or training event by completing the **TRAINING/TRAVEL AUTHORIZATION FORM**. This form is available on the District Intranet.

The form has five areas to complete:

- ✓ Employee
- ✓ Training/Conference
- ✓ Budget
- ✓ Travel Arrangements
- ✓ Meals

Fill out all the cells highlighted in yellow and submit to your Supervisor for approval BEFORE making any travel arrangements or purchases.

**NOTE:** If the travel will be out of state, registration fees are greater than \$500, or the grand total estimated costs is greater than \$1,000, Executive Office approval is **REQUIRED** 30 days in advance of the travel/training.

Once all approvals have been obtained, you may make your travel arrangements and purchases via P-card or the regular requisition process. Be sure to include a copy of your completed and approved form with each transaction; retain the original to submit with your meals and transportation reimbursement request.

### Meals and Transportation

Employees are entitled to be reimbursed for travel, meals, lodging, and other necessary expenses according to County of Riverside Board Policy D-1 (available on the District Intranet).

If you incur the above expenses during District-approved travel, retain your receipts and request reimbursement using an EXPENSE REIMBURSEMENT FORM (available on the District Intranet). Follow the instructions in the Personal Reimbursement section of this guide.



## UNIFORM ALLOWANCE

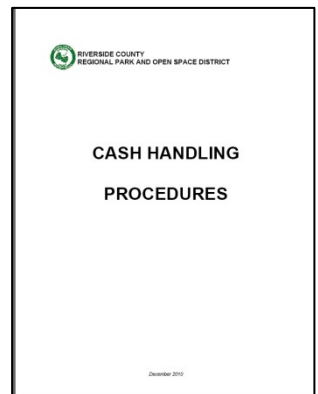
Certain classes of Park District employees are entitled to a \$350 annual uniform allowance after one year of continuous service to the District. Employees may purchase any allowed uniform item and request reimbursement for the expenditure, up to \$350 per fiscal year.

In order to be reimbursed for uniform expenditures, the employee must first purchase the desired items using their own funds. The employee should then submit a **PERSONAL REIMBURSEMENT REQUEST** form, attaching the receipts for their purchases. If the total amount of receipts submitted for reimbursement exceeds the employee's available uniform allowance balance for the fiscal year, the reimbursement will be made for only the amount of allowance that is available.

For further details on eligible classifications and allowable uniform items, please see the current SEIU Memorandum of Understanding.

## CASH HANDLING

District locations that handle cash must follow the guidelines in the **CASH HANDLING PROCEDURES MANUAL**, which is available on the District Intranet along with downloadable forms and an instructional video. District employees who are entrusted with the receipt, deposit, and reconciliation of cash for District activities, or the supervision of such, are responsible for understanding the procedures outlined in this manual.



## TIMESHEETS

Payday is every other Wednesday. Timesheets must be turned in to District Finance no later than 10:00am on the Tuesday before payday. Timesheets **MUST** be signed by both the employee and their supervisor, and any corrections to the timesheet after its initial submission must be made by the supervisor.



## FINDING HELP

Forms, instructions, reference documents, and helpful links to other County websites can be found on the District's intranet:

<http://intranet.rivcoparks.org/>

Submit a "help desk ticket" for guidance or assistance:

<http://intranet.rivcoparks.org/help/>

Inquiries or requests for help can be sent to the entire Finance team at:

[Parks-Finance@rivco.org](mailto:Parks-Finance@rivco.org)

Purchasing-related inquiries can be sent to the entire Purchasing Unit at:

[Parks-Purchasing@rivco.org](mailto:Parks-Purchasing@rivco.org)