

1. System Name: Petty Cash Reimbursement Records.
2. System Location: The Office of Accounting, Jackson Graham Building, 600 Fifth Street, NW, Washington, DC 20001; the Office of Treasury, 3301 Eisenhower Avenue, Alexandria, VA 22314; Stone Straw Building 900 Franklin Street, NE, Washington, DC 20017-3497.
3. Categories of Individuals Covered by System: Employees who request reimbursement from Petty Cash.
4. Categories of Records in the System: Name of employee, name of director of employee's office, employee's and director's signatures, date of receipt, dollar amount of reimbursement request, and reason for petty cash reimbursement.
5. Principal Purpose: To track use of Petty Cash fund and verify compliance with Petty Cash reimbursement procedures prior to reimbursement.
6. Routine Uses of Records Maintained in the System: General Routine Use A (Disclosure for Law Enforcement Purposes); D(Disclosure to Congressional Offices or Offices of Elected Officials in the Transit Zone; F (Disclosure to Contractors, Grantors, Grantees, Federal Government Agencies, and Others); G (Disclosures for Administrative Claims, Complaints, and Appeals); H (Disclosure in Connection with Litigation); I (Disclosure to WMATA Unions); and I (Disclosure to the Government Accountability Office (GAO), Federal Transit Administration (FTA), or Other Government Oversight Agencies) apply to this system.
7. Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:
 - Retrieved by**: By name.
 - Storage**: Hard Copies.
 - Safeguards**: Access Controlled area with access limited to the Accounts Payable Technician and the Account Specialist/Warrant Officer.
 - Retention and Disposal**: **For originals**: Retained for 3 years then archived for 2 years, and then shredded; **For copies**: records of approved petty cash reimbursement requests are kept in the Office of Accounting for 1 year, and then shredded; copies of approved requests paid by the Office of Treasury are kept in the Office of Treasury for 2 years, and sent to Stone Straw.
8. Systems Manager: Accounts Payable Technician.
9. Procedure for Notice, Access, and Contesting: Any individual who wants to know whether this system of records contains a record about him/her who wants access to his/her record, or who wants to contest the contents of a record, should make a written request to the **Privacy Administrator, Office of General Counsel, 600 Fifth Street, NW, Washington, DC 20001**. Requesters will be required to provide adequate identification, such as a driver's license, contractor identification card, or a government issued identification document. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Privacy Policy Procedures are set out in WMATA's Privacy Policy Instruction 9.2/0, which is posted on WMATA's website.
10. Records Source Categories: WMATA supervisors and employees.