

PETTY CASH PROCEDURE

To establish Petty Cash for your building/department, verbal permission must be received from the Director of Finance and Operations.

Once verbal permission is received, a completed check request with the description "to establish petty cash" and signed by the administrator/supervisor, should be sent to Accounts Payable.

When received, cash check and keep money in a secure location in your office.

The building administrator or department supervisor determines who has access to Petty Cash but they are ultimately responsible.

Petty Cash is to be used for items \$25 or under.

Petty cash may be used for General Fund and Student Internal reimbursements.

Original receipts must be attached to a completed Petty Cash Slip or have the amount circled, and a note stating the item(s) purchased and the account number to be charged.

Accounts will be charged appropriately when petty cash is replenished.

When petty cash is low (at your discretion), complete a Petty Cash Reimbursement Form and attach original receipts. Receipts and cash remaining in box should total \$100.00. Under no circumstances will Petty Cash be reimbursed for an amount over \$100.00. A check will then be cut, with the next regular check run, for the amount of attached receipts and returned to the building/department to cash.

NOTE: Sales tax will be paid for items reimbursed from petty cash.

The district may also require any departments/buildings that are not in operation during the summer to turn their receipts and cash in at the end of the school year. This allows reimbursement checks to be cut, charge appropriate accounts, gives the opportunity to audit their petty cash, and gets their petty cash ready to begin in the fall. The reimbursement form requires them to reconcile their petty cash any time they need a reimbursement.

**(School District)
Petty Cash Reimbursement Form**

Department/Building _____

Date of Request _____

Cash on Hand \$ _____

Receipts attached (by account #)

General Fund	
<u>Account #</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Student Internal	
<u>Account #</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Receipts/Amount of Reimbursement Check \$ _____

Petty Cash over/short \$ _____

Total Amount of Cash, Receipts and overage/shortage \$ _____
(Must total \$100.00)

Signature of Building/Dept Administrator

Petty Cash Slip

Date _____

Amount \$ _____

Account # _____

Paid to _____

Description _____

Authorized Signature

Petty Cash Slip

Date _____

Amount \$ _____

Account # _____

Paid to _____

Description _____

Authorized Signature