

Petty Cash Fund Policy and Procedures

PETTY CASH FUND

The district has approved the use of revolving petty cash funds (PCF) at the school sites and departments for emergency expenses. These funds are not intended to replace the regular ordering and delivery procedures. The items purchased with these monies are generally low in cost (not to exceed \$100) and are purchased on a walk-in basis at a local source. Out-Of-Pocket expenses made online or with the use of a personal credit card will not be reimbursed with PCF money.

ESTABLISHING A REVOLVING PETTY CASH FUND

1. An RCF Request form in Informed K12 must be submitted to request, renew or increase/decrease the revolving petty cash fund at a school site or department.
2. The form should be completed as follows:
 - a. Vendor Name: Petty Cash
 - b. Vendor Address/Phone: site/department address/phone
 - c. Description: School or department name/acronym, name of the employee who will be responsible for the control, safekeeping and reporting of the revolving cash fund and one of the following:
 - i. “Request to Establish a Revolving Petty Cash Fund”
 - ii. “Request to Renew the Revolving Petty Cash Fund for FY 20XX–XX, or
 - iii. “Request to Increase (or decrease) the Revolving Petty Cash Fund.
 - d. Check Distribution: Always select “Employee pick-up” and indicate who we should contact when the check is ready
 - e. Account code: enter all 0’s (the initial disbursement of funds does not get recorded against any account; however, the form requires an entry in those fields)
3. The PCF ranges from \$100 to \$600 for most sites. The level of activity determines the amount. If the fund needs to be replenished more than once a month, an increase should be requested. **It is recommended the fund be replenished a minimum of every 3 months.**
4. Fiscal will contact the individual noted in 2.d. above when the Revolving Cash Fund (RCF) check has been issued.

The site administrator/department head has full responsibility for the revolving petty cash fund issued for their site. They remain the custodian of the fund even when another staff member is designated for this task.

ALLOWABLE EXPENSES

1. Only emergency expenses (e.g. postage due, immediate supply needs) not readily available in the Warehouse, through Office Depot or Amazon (and with a unit cost not to exceed \$100) may be purchased with the PCF. Open Purchase Orders are recommended for ongoing quantity purchases of supplies not available at the warehouse.
2. **NO out-of-district travel expenses or reimbursements are allowed.**

3. **NO equipment purchases are allowed.**
4. **NO credit card purchases will be reimbursed with the Petty Cash Fund.**
If an extraordinary event requires an out-of-pocket purchase by credit card, the employee **must obtain prior approval from their site administrator/department head.** After paying with a credit card, a personal reimbursement claim must be submitted through the out-of-pocket form accompanied by a full explanation describing the reason why the regular ordering and delivery procedures were bypassed.
5. **NO salaries are allowed.**
6. **NO consultant services are allowed.**
7. **NO membership fees or conference registrations are allowed.**
8. **All expenses are restricted by the site's budget availability.**

GUIDELINES FOR USE OF THE PETTY CASH FUND (PCF)

1. Upon receipt of the RCF check, the employee in charge of the funds must cash the check and retain the money in a secure place (locked box or locking file cabinet). Access to the monies must be restricted to the custodian of the funds or their designee.
2. The employee assigned by the site administrator (PCF designee) must be accountable for the total amount of the PCF at all times.
3. Before any purchases are made, an employee must ask the PCF designee for the amount of cash needed to make the purchase. The PCF designee must complete a PCF Voucher form to record the date, amount given and name of the employee. The employee must sign the voucher for the money received. **(See Sample A)**
4. After the purchase is made, the employee must bring back the **invoice/register receipt or debit card receipt** and any remaining cash to the PCF designee. The invoice or cash register receipt **must be stapled** to the original voucher and filed. Any spare change returned should be placed back into the PCF cash box.

Be careful **not to tape or use highlighters** on the register receipts. Scotch tape and highlighter ink seems to erase the information printed on register receipts.

REPLENISHMENT OF THE REVOLVING PETTY CASH FUND

1. Petty cash should be replenished on a monthly basis using the Petty Cash Reimbursement form in Informed K12. Do not retain receipts for a longer period of time.

2. The replenishment amount may not exceed the Revolving Petty Cash Fund allotted. Remember, out-of-pocket expenses must be submitted individually through the Informed K12 Out-of-Pocket Reimbursement form.
3. Purchases must be recorded chronologically on the Petty Cash Reimbursement form. The reimbursement request must always reconcile to the total amount issued when adding the cash on hand and all the receipts/vouchers. Every purchase must have a voucher, indicating the budget code, and a corresponding receipt.
4. Calculate the amount needed to replenish the fund. Make a physical count of the cash-on-hand. The difference between the fund allotment and the cash-on-hand should equal the total expenses (receipts on hand).
5. All vouchers, receipts and/or invoices must be attached to the Petty Cash Reimbursement form.
6. In the event a receipt is not available, the employee who was issued the PCF funds must complete the “Statement of Expenditures for Reimbursement” form and have administrator/department head sign. **(See Sample B)**

Petty Cash Fund Acknowledgement

I acknowledge that I have read and agree to abide by the Petty Cash Fund Policy and Procedures. I am also aware that any questions I have regarding this policy and completion of the aforementioned forms should be directed to the Accounts Receivable desk in Fiscal Services.

Signature

Date

This acknowledgement must be signed, dated and attached to your RCF Request form.