

Petty Cash Procedures

The business manager will approve a purchase order authorizing a petty cash fund of up to \$500 for each requesting building. These monies will be recorded in a holding account designated as “petty cash.”

Access to petty cash is restricted to one person (petty cash cashier) who is appointed by the building principal. The building principal must document that the cashier has accepted full responsibility for the fund.

Petty cash funds must be used for any expenditures that total less than \$50. Any expenditure of an amount larger than \$50 must go through the general disbursing process.

Authorization of petty cash is handled through the Petty Cash Request Form and must be approved in advance by the building principal prior to the cash being distributed by the petty cash cashier. Approval will be made only for the purchase of items specified on the authorization slip. The person receiving the request must present the receipt for the item(s) authorized to the petty cash cashier. The petty cash cashier will be given any balance of funds and the original authorization will be noted for the difference.

Cash, paid receipts and outstanding advance authorization slips must at all time total the initial fund allocation of up to \$500.

When the cash level falls below the principals designated level or at the end of each month, the cashier requests replenishment from the Business Office by submitting the petty cash replenishment request with the authorization forms and supporting invoices/receipts. Receipts must be submitted no later than seven business days after the initial request. A cash register tape or piece of paper is not a “receipt.” Receipts must contain the following information in order to be reimbursed:

1. Name of store;
2. Date of purchase;
3. Item(s) purchased;
4. What the expenditure was for (e.g., for a program or school);
5. The amount expended.

It is the responsibility of each principal to verify receipts are proper. Any improper receipts will create a cash shortage for the school. If any receipts are improper, it will be the responsibility of the school to replenish the cash shortage. The Business Office will make the reimbursement check payable to the school building and will charge it to the appropriate account(s).

At the conclusion of each school year, all petty cash funds will be closed and returned to the Business Office along with the authorization forms and supporting invoices/receipts for the amount already distributed from the account documented.

Periodic audits by the Business Office may be made of the funds to ensure that:

1. The items in the fund total the approved balance;
2. Petty cash procedures regarding authorization and documentation are being followed.

