

**North Wasco County
School District 21**

Code: **DJB-AR**
Adopted: 11/3/00
Revised/Reviewed: 1/28/04; 9/27/07; 5/19/16
Orig. Code(s): DJB-AR

Petty Cash

This administrative rule establishes procedures and guidelines for petty cash reimbursement through the district business office as well as the use of departmental petty cash.

1. A petty cash fund is a cash fund (generally \$100-\$300) which is used by district departments to purchase office supplies, postage or other inexpensive (inexpensive defined as \$50 or less) items used in the daily activities of the office or the classroom. A building may make several purchases from the fund and accumulate the costs on one payment authorization, thereby reducing processing costs and facilitating the acquisition of small items.
2. An individual shall be named at each building to be the custodian of the petty cash fund. An accurate record will be kept, including original receipts or invoices for all purchases. The expenditures will be charged to the expenditure account code for which the items were purchased.
3. Expenditures from the petty cash fund must comply with the restrictions specified in the district's Purchasing Policy. Reimbursement of the petty cash fund will be requested using a Request for Payment Form (found on the district's shared drive in the forms folder). This form must be completely filled out including budget account numbers. The Request for Payment must be signed by the building administrator and then sent to the district business office along with the documentation for each purchase. The total amounts of the reimbursement plus the cash on hand must at all time equal the amount of original beginning petty cash. The petty cash fund may be replenished from the general fund once a month.
4. Each petty cash fund must be closed at the end of the fiscal year, and shall be reestablished at the beginning of the new fiscal year at the request of the building administrator.

Note: This fund should only be used for making purchases. It should never be used for collecting money or making change for sales, paying for services, cashing checks or giving loans.