

Desert Sands Unified School District
Fiscal Services

PETTY CASH FUND PROCEDURES

The District has approved the use of 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 and are purchased on a walk-in basis at a local source. Out-of-pocket expense made online or with the use of a credit card shall not be claimed on the Petty Cash Reimbursement Claim Form.

Establishing a Petty Cash Fund

The site administrator/department head has full responsibility for the revolving petty cash fund issued for his/her site. He/she remains the custodian of the fund even when another staff member is designated for this task.

1. The Direct Payment Requisition must be used to establish or request an increase/decrease to the petty cash fund at a school site or department.
2. The completed Direct Payment Requisition form must include:
 - a. The date requested
 - b. The school and/or department name/acronym
 - c. The name of the administrator/department head who will be responsible for the control, safekeeping and reporting of the revolving cash fund. (**See Sample A**)
 - d. Amount of Petty Cash Fund (PCF) funds requested. This amount is adjusted annually based on frequency of use and type of expense submitted.
3. In the description section of the Direct Payment Requisition form, state one of the following:
 - a. Request to Establish a Petty Cash Fund in the amount of \$.....during the 20xx-20xx year
 - b. Request to Increase/Decrease the Petty Cash Fund in the amount of \$.....
4. The PCF ranges from \$100 to \$300 for most sites. The level of activity determines the amount, which may be adjusted based on the prior year reporting. 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 2 to 3 months.
5. The site administrator/department head must sign the completed requisition form. A Revolving Cash Fund (RCF) check will be issued to the designated administrator/department head (see 2b. above) and sent to the site by intra-district mail.

Petty Cash Fund Expenses

- Only emergency expenses (e.g. postage due, supplies) may be purchased with PCF. Open Purchase Orders are recommended for ongoing quantity purchases of supplies not available at the warehouse.
- **NO out-of-district travel expenses or reimbursements are allowed.**
- **NO equipment purchases are allowed.**
- **NO credit card purchases will be reimbursed with the PCF.** (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 Monthly Expense Claim Form must be submitted through a purchase requisition accompanied by a full explanation describing the reason why the regular ordering and delivery procedures were bypassed.)
- **NO salaries are allowed.**
- **NO consultant services are allowed.**
- **NO membership fees or conference registrations are allowed.**
- **All expenses are restricted by the site's budget availability.**



Guidelines for Use of the Petty Cash Fund (PCF)

1. Upon receipt of the PCF check, the employee in charge of the funds must cash the check and retain the money in a secure place (locked box or file cabinet). Access to the monies must be restricted to the custodian of the funds or his/her 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 record on the PCF voucher the date, the amount given out and the name of the employee. The employee must sign the voucher for the money received. (**See Sample B**)
4. After the purchase is made, the employee must bring back the invoice/register receipt and any return change to the PCF designee. Any spare change returned should be placed back into the PCF cash box. Attach receipts to the PCF voucher.
5. 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.

Revolving the Petty Cash Fund

1. The requested amount may not exceed the Petty Cash Fund allotted. Remember, out-of-pocket expenses must be submitted individually through a Monthly Expense Claim Form.
2. Complete the Petty Cash Reimbursement Claim (PCRC) form. Enter the fund custodian's name (the PCF designee) and the school/department. (**See Sample C**)
3. All expenses must be listed by line item and recorded chronologically on the PCRC form. Original receipts and invoices should support each line and be attached to the PCRC. The form must always reconcile to the total amount issued when adding the cash on hand, all the receipts and all vouchers. Every voucher must have a corresponding receipt with the budget code for every purchase.
4. Calculate the amount needed to replenish the fund. The amount of the PCF claimed should always be on the first line of the formula found on the lower right hand side of the form. Make a physical count of the cash-on-hand and enter the amount into the second line of the formula. The difference between the fund allotment and the cash-on-hand should equal the total receipts.
 1. Total Amount Claimed (total receipts)
 2. Count Cash on Hand
 3. Receipts Plus Cash = Total Petty Cash Fund
5. In the event a receipt is not available, the employee who was issued the PCF funds must complete the Missing Receipt Form and have the site administrator/department head sign. Make sure that the form provides a detailed explanation/reason why the receipt is not available. Contact accounts payable for a copy of this form. (**See Sample D**)
6. Once the PCRC form is completed, the site administrator/department head must sign and date the form.
7. The PCRC form should be submitted to Fiscal Services for review and processing.
8. Once all documentation and budget availability is verified, an RCF check will be issued for the "Total Expenditures" amount claimed and sent to the PCF designee in the intra-district mail.

NOTE: Please make sure to allow a couple of weeks for processing time. Your request should be processed by the time half of your cash allocation has been spent.

NOTE:

This form is to be used when payment needs to be issued without an order being placed.

**DIRECT PAYMENT REQUISITION
DESERT SANDS UNIFIED SCHOOL DISTRICT**

CLAIM #

FISCAL SERVICES USE ONLY

School or Department: ABC High School

Date: 4/1/15

Contact Person: Tracey Stone Phone # (760) 771-7777

TYPE OF REQUEST:

Vendor Name: Bob Hunter

- Membership Fees/Dues
- Complete/Items Received
- Subscription
- Entry/Other Fees
- Other Petty Cash

Vendor Address: 123 Main St.

City/State/Zipcode: La Quinta

PLEASE INCLUDE ALL NECESSARY INFORMATION:

Payment is being requested for the following:

Be specific. Attach all supporting documentation (i.e.: invoice, packing slip, completed registration forms.)

Request to establish a petty cash fund in the amount of \$200.00 during the 2015-2016 school year.

SPECIAL INSTRUCTIONS:

<u>Account Code Information:</u>	<u>Fund</u> XX	<u>School</u> XXX	<u>Resource</u> XXXX	<u>PY</u> X	<u>Goal</u> XXXX	<u>Function</u> XXXX	<u>Object</u> XXXX
\$ <u>200.00</u>	<u>03</u>	<u>???</u>	<u>0010</u>	<u>0</u>	<u>0000</u>	<u>7200</u>	<u>4300</u>
\$ _____	_____	_____	_____	_____	_____	_____	_____

APPROVALS:

Requisitioner's Signature

Approved
Not Approved by _____
Principal/Department Head

Approved
Not Approved by _____
Fiscal Services

Approved
Not Approved by _____
State/Federal Projects

REQ. NUMBER
24851

INSTRUCTIONS: Type all required information. Keep PINK copy for your file. Submit to appropriate individuals for signature. YELLOW copy will be returned to site/department when payment is processed.

Petty Cash Voucher

Date 4/1/15

Name Susan Miller

Amount \$33.52

Signature

Attach Receipts

Petty Cash Voucher

Date 4/1/15

Name Susan Miller

Amount \$46.57

Signature

Attach Receipts

DESERT SANDS UNIFIED SCHOOL DISTRICT
PETTY CASH REIMBURSEMENT CLAIM

Name of School or Department ABC High School
 Fund Custodian (Name/Title) Bob Hunter
 Summary of Expenditures From: 7/1/15 To: 6/30/16

Date	Description of Expenditure	Fund	School	Resource	PY	Goal	Function	Object	Amount
8/24/15	Supplies	03	827	0010	0	0000	7200	4300	\$45.25
9/14/15	Postage	03	827	0010	0	0000	7200	5910	\$22.00

INSTRUCTIONS:

Tape the original receipts for each item to be reimbursed to a separate sheet and attach to this claim.

Total Amount Claimed \$ 67.25
 Cash on Hand \$ 132.75
 Total Petty Cash Fund \$ 200.00

 Authorized Signature/Fund Custodian Date

FOR FISCAL SERVICES USE ONLY:

Summary of Charges:

Reimbursed:

Fund	School	Resource	PY	Goal	Function	Object	Amount

Claim# _____
 Date: _____

