



## PETTY CASH FUND GUIDELINES AND PROCEDURES

The District shall maintain a Petty Cash Fund of \$1,000 at the Business Office (Cashiers). To safeguard petty-cash-fund balances, and to ensure that transactions are made in accordance with board rules and policies, the following guidelines apply to all departments and satellite locations:

- A. Petty-cash funds are to be maintained on an impress basis. The custodian/s should balance the fund each day to ensure that the available cash and the approved petty-cash vouchers tally. Petty cash disbursements are limited to \$ 50.00 or less per individual/ per month.
- B. The petty-cash fund was established to reimburse employees who need to make inexpensive emergency purchases or whose accumulated mileage claims plus emergency purchases for a given month is \$50.00 or less.
- C. Appropriate disbursements would include approved emergency purchases, cab fares to and from meetings within the District and for mileage reimbursements that must be accompanied by the appropriate monthly reimbursement form. Low-value perishable instructional supplies are also reimbursable and student cat card refunds that are \$50 or less.
- D. Systematic use of petty cash should be discouraged, especially for expenditures for which another reimbursement process has already been established. For example, an employee's travel expenses, or an outside contractor's charges should not be paid from the fund. A travel expense form should be submitted for travel-reimbursement requests. Payments to outside contractors should be initiated by preparing a purchase order.
- E. Employees are not allowed to use the petty-cash fund to cash personal checks or to receive personal credit advances.
- F. Reimbursement for food purchases is not allowed.
- G. Reimbursements for the purchase of office supplies, unless an approved emergency, will not be allowed. An emergency purchase must be approved by the department/unit manager and the VP of the area.
- H. An employee who wishes to be reimbursed for a purchase must complete all information on the petty-cash form. Petty Cash Forms should be written in ink to prevent alteration, and be safeguarded by the petty-cash custodian.

- I. Petty-cash disbursements must be accompanied by receipts or other documentation. The petty-cash custodian will disburse funds only if the proper documentation and approval is provided. Before cash reimbursements can be made of \$ 50 or less, the following must be provided:
- a. Reimbursement form, which must describe the purpose of the expenditure; specify the amount and date of purchase; contain the signature of the immediate supervisor approving the reimbursement; and identify the account code to which the cost is to be posted.
  - b. Do not split up a petty cash reimbursement in order to bring amount to \$50 or less.
  - c. Attach receipt to the form and highlight the amount to be reimbursed. All receipts must be attached and itemized on the form. If the reimbursement is greater than \$50, request for reimbursement must be submitted to the business office to be processed by our accounts payable system. A check will be issued to you within two weeks.
- J. The petty-cash fund should be replenished at least by the close of each month. Doing so minimizes the risk that irregularities will go undetected for an extended time. The following steps must be adhered to.
- K. The Business Office shall publish the place and the office hours that reimbursements will be issued.
- L. Petty Cash reimbursement must be issues to/received by the person who expended the cash.

Petty Cash reimbursement can be requested from the cashiers every Wednesday from 1:00 p.m. to 5:00 p.m. and Friday from 9:00 a.m. to 1:00 p.m.

Petty Cash reimbursement request should be submitted no later than 10 days after the end of the month. The petty-cash custodian should prepare a replenishment request, and attach all receipts which support employee reimbursements. If the total dollar amount of all receipts is less than the amount of the replenishment request, only the amount listed on the receipts will be replenished. The custodian will be asked to reconcile any variations.

Petty-cash-replenishment checks should only be made payable to the petty-cash custodian. This will prevent loss through unauthorized endorsements if checks are stolen or forged.