

A Petty Cash Fund may be maintained by each campus, the Child Nutrition Department, and the Business Office under the following guidelines:

1. Getting Started Each Year

- Each campus is authorized to maintain a petty cash fund on their premises of up to \$250.00 (\$50.00 for cafeterias).
- At the beginning of each school year, the campus will request the Business Office to issue a check for the petty cash funds to the campus designated Petty Cash Custodian.
- The Petty Cash Custodian and their Supervisor will be responsible for the petty cash amount until the petty cash is turned in to the Business Office at the end of the school year.
- The petty cash should be maintained in a secure location.
- Only the Petty Cash Custodian and their Supervisor should have access to the cash.

2. Regulations for Use

- Petty cash funds may be used with principal authorization for small purchases in the amount of \$50.00 or less.
- Examples of appropriate expenditures from the petty cash fund would be:
  - refunds (i.e., textbooks)
  - supplies, under \$50.00
  - food to include snacks and beverages but not meals
- Petty cash funds may not be used for staff meals or travel items. Any purchases of food, candy, snacks, etc., must be in compliance with the District's Food Purchasing Funding Regulation.
- Exception: As of 1/1/10, the U.S. Postal Service now requires payment for all returned mail equal to the going rate for stamps for each piece of mail returned. At times, campuses may have situations where the amount of mail returned may exceed the \$50.00 petty cash limit. As the post office requires immediate payment, petty cash may be used for this purpose, even if the amount exceeds \$50.00. Make sure the USPS representative gives you an official receipt for your payment. This is the only exception to the \$50.00 petty cash limit.
- If District budgeted funds (Fund 199 and 240) or campus activity funds (Fund 481-489) are to be used, the items should be purchased in accordance with District purchasing policies and procedures, using Board-approved vendors.
- Personal checks up to \$20 may be cashed from the petty cash fund.
- Texas school districts are prohibited from reimbursing sales tax. When items are purchased with petty cash, the individual should take a District tax-exempt certificate with them when making the purchase. Sales tax will not be reimbursed through petty cash

3. Reimbursement of Petty Cash.

- At least once a month, the Petty Cash Custodian should request

reimbursement of the petty cash fund by completing a purchase requisition. Reimbursement will be made from an original, itemized receipt and a purchase order only. Copies of receipts or credit card receipts displaying only the total amount will not be reimbursed. In addition, the name of the vendor must appear on the receipt. The following information must be listed on the purchase order for each receipt:

- First statement in the Description area of the PO must say for Petty Cash Reimbursement.
  - dates of purchases
  - vendors
  - amounts (not to include sales tax)
  - Items Purchased
  - purpose of expenditure
  - budget code to be charged
- The receipts plus the remaining cash in the fund must equal the original amount issued at all times.
  - All receipts should be attached to the reimbursement form, and both the Petty Cash Custodian and the Principal must sign the form. Signature stamps are not acceptable.

#### 4. End of Year Procedures

- At the end of the school year, the Petty Cash Custodian will prepare the final petty cash reimbursement, and will return both the form and the remaining cash to the Business Office within one week after the last day of school.
- The Petty Cash Custodian and a Business Office representative will reconcile the petty cash fund together and both will sign the form.

#### 5. Other Issues

- Over spending is a violation of Board Policy and administrative regulation that may result in disciplinary action.
- In addition to the campus petty cash funds, a petty cash fund will be maintained in the Business Office throughout the year. The Business Office will not be able to make change for higher denomination bills from the petty cash fund.
- Campuses needing a petty cash fund during the summer for summer school or other purposes may request a fund be issued to them for that time frame.
- The summer fund must be reconciled and turned in to the Finance Department before the first day of the next school year.
- Petty cash funds are subject to periodic audit by the Finance Department and/or the District's external auditors.

#### 6. Imprest Funds (Checking Accounts)

Due to the frequency of checks produced in the Finance Department, no imprest fund checking accounts will be allowed.