

PETTY CASH ACCOUNTS

The administrator(s) will be held accountable for petty cash funds as follows:

1. Petty cash may be used to purchase items costing less than \$100.00.
2. No purchase will be reimbursed through a petty cash account unless accompanied by a receipt and noted on the petty cash report.
3. The petty cash report and accompanying receipts should be turned in periodically to the business office to reimburse the fund. The report must be filled out completely.
4. The maximum petty cash allowable is \$1,000.00.
5. When the petty cash account is reimbursed, the appropriate budget account will be charged.
6. Building receipts will not be comingled with petty cash. All receipts must be turned in to the business office, and the appropriate fund will be credited.
7. Disbursement

Whenever money is disbursed from the fund, a petty cash slip, available from warehouse, must be processed with the following:

- a. Date of the expenditure.
- b. To whom the expenditure was made.
- c. Signature of person receiving money; i.e. refunds.
- d. Brief description of actual item purchased, or refunded.
- e. Account number to be charged. Questions on account numbers may be referred to the business office.
- f. Signature of the designated person authorizing the expenditure.
- g. The sales slip, receipt, shall be attached to the applicable petty cash slip to support expenditures to vendors.

8. Guidelines for Expenditures

- a. Individual expenditures should be minimal, usually \$100.00 or less.
- b. In order to avoid unnecessary duplication of district expenditures, it is important that petty cash expenditures be limited to the purchase of items not in stock at the district warehouse.
- c. Since replenishment of the fund in excess of the fund itself defeats the purpose of a petty cash fund, expenditures must be limited to the amount of cash left in the fund at any given point in time. It should be noted here, however, that timely replenishment of the fund, found_in the procedure below, would avoid the possibility of overexpending the fund.

9. Replenishment

- a. Whenever it becomes necessary to replenish the petty cash fund receipts and supporting sales slips shall be attached to an itemized Certificate of Claim reflecting the specific account to be charged. Petty cash requests will then be processed and approved by the board at its next regular meeting.

10. Fund Termination

- a. The petty cash shall be turned over to the business office at the end of the school year. Cash and petty cash receipts must equal the exact amount of the established fund. Shortages will be the responsibility of the fund custodian. Receipts and sales slips are to be attached to a Certificate of Claim at this time, the same as if the fund were being replenished.

Adopted 12/15/81
Reviewed 05/24/88
Revised 01/11/94
Revised 10/27/98
Revised 06/23/03
Reviewed 10/26/15

Legal References:

SDCL 13-18-1 – Check, warrant or electronic funds transfer required for payment of school funds.

SDCL: 13-18-2 – Contents and signing of checks and warrants.

SDCL 13-18-16 – Petty cash account – maximum amount.

Rapid City Area School District No. 51-4, Rapid City, South Dakota