

PINELLAS COUNTY SCHOOLS  
**PETTY CASH FUND EXPENDITURE REPORT**

TYPE OR PRINT CLEARLY IN INK.

DATE \_\_\_\_\_ 20 \_\_\_\_\_

TO: ACCOUNTING DEPARTMENT  
ADMINISTRATION BUILDING

FROM: \_\_\_\_\_ (PLEASE PRINT NAME AND TITLE) \_\_\_\_\_ (SCHOOL, DEPARTMENT OR PROJECT) \_\_\_\_\_ (SIGNATURE OF PETTY CASH CUSTODIAN)

VENDOR#:   R   \_\_\_\_\_ (PREFIX) \_\_\_\_\_ (VENDOR NUMBER) \_\_\_\_\_ (STREET ADDRESS) \_\_\_\_\_ (OFFICE TELEPHONE NUMBER OF PETTY CASH CUSTODIAN)

\_\_\_\_\_ (CITY, ZIP CODE) \_\_\_\_\_ (SIGNATURE OF AREA COORDINATOR)

**CHECK 1 OR 2 BELOW:**

\_\_\_ 1. REQUEST FOR REIMBURSEMENT CHECK. PLEASE SEND A REIMBURSEMENT CHECK TO COVER THE INVOICES THAT ARE ATTACHED AND REPORTED BELOW.  
TOTAL OF INVOICES ATTACHED AND REPORTED \$ \_\_\_\_\_

\_\_\_ 2. REPORT OF PETTY CASH TO CLOSE FUND.

VALUE OF INVOICES ATTACHED AND REPORTED		\$	
AMOUNT OF MONEY RETURNED	+	\$	
TOTAL AMOUNT OF ORIGINAL PETTY CASH FUND	=	\$	

DATE	LIST OF ITEMS	FUND	GENERAL LEDGER	FUNCTION	OBJECT	COST CENTER	PROJECT	SUB PROJECT	PROGRAM	PAYMENT AMOUNT
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

# PETTY CASH PROCEDURES

1. Authorized petty cash purchases are not to exceed \$100.00. Multiple purchases of like items, with a unit value of less than \$100.00, are not permitted if the total of all such purchases exceed \$100.00. In this situation, a purchase order must be used.
2. **Detailed Procedures**
  - (a) Invoices, bills, vouchers, or receipts should be marked "paid" to prevent their reuse.
  - (b) All purchases must have an approved signature.
  - (c) Adding machines tapes or cash register tapes are acceptable if a description of the item(s) is written in and approved by the Department Head.
  - (d) Purchases must be approved by someone other than the cashier or custodian (Department Head, Assistant, or Field Specialist – Food Services).
  - (e) All payments from the fund should be covered by petty cash receipts signed by those who receive the money and approved by those Department Heads whose budget is being charged. This is especially important for those funds that are used by more than one department.
3. Adding machine tape of paid vouchers and money should be totaled and reconciled to the total fund on a daily basis or at the time a disbursement is made.
4. All differences, when reconciling, should be brought to the attention of the Department Head, Supervisor or Field Specialist – Food Services.
5. The bookkeeper or custodian of the petty cash fund should allow sufficient time, before the funds are depleted, to request reimbursement of expenditures from Accounting. A minimum of two weeks should be allowed for Accounting to process their requests.
6. Requests for petty cash (not to exceed \$1,000) or for changes in the amount of an existing fund, should be made to Director of Accounting. The Director of Accounting shall determine if a fund or increase is warranted based upon the rationale that is provided. Acceptable requests shall be submitted to the School Board for approval.