

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.
 - (f) Reimbursement request should have an itemized signed cover letter requesting the exact amount with the petty cash slips, invoices, etc. attached.
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.

PINELLAS COUNTY SCHOOLS
PETTY CASH ESTABLISHMENT/CHANGE

Date: _____

To: The Director of Accounting
Administration Building

From: _____

RE: Establishment of a Petty Cash Fund or a Change in the amount of my existing Petty Cash Fund.

Please establish a petty cash fund in the amount of _____

or

Please increase/decrease my petty cash from _____ to _____

Name of cost center is: _____

Number of cost center is: _____

Rationale for establishing or changing the amount of petty cash fund is:

The petty cash custodian will be _____

The phone number of our facility is _____

The address of our facility is _____

Signature of Principal or Department Head