



TO: Principals and Office Managers
FROM: Susan R. Tucker, Director, Fiscal Services
RE: Petty Cash Processing Requirements
DATE: August 4, 2021

Petty Cash Procedures are regulated by Board Policy 3314.2 and CA Code 42810:

The Board shall name the administrators who will have use and control of the funds. Officials so named shall be responsible for all payments into the accounts as well as expenditures from the accounts, subject to restrictions established by the Board.

No funds maintained in a revolving fund shall be used in an attempt to influence government decisions, for entertainment purposes, or for any other purpose not related to classroom instruction.

Use of petty cash is authorized under the following conditions:

- 1) Petty cash is not to be used to circumvent the purchase order process.
- 2) All expenditures must have prior approval from the named administrator responsible.
- 3) Maximum petty cash per event shall not exceed \$50.
- 4) Internal petty cash log must be kept and reconciled at a minimum on a quarterly basis according to the following schedule.

| Expenses Incurred | Supervisor | Fiscal Services |
|--------------------------|-------------------|------------------------|
| July 1 – September 30 | October 5 | October 15 |
| October 1 – December 31 | January 5 | January 15 |
| January 1 – March 31 | April 5 | April 15 |
| April 1 – June 30 | July 5 | July 15 |

Petty Cash Prohibited Use:

- 1) Purchases not related to classroom instruction (BP 3314.2, CA Code 42810).
- 2) Cashing checks or loaning money to employees or others.
- 3) Reimbursement for travel, conference or mileage expenses.
- 4) Payments for any services including to employees.
- 5) Payments for the loss or damage of personal property.
- 6) Refund of book or material fees (A Check Request Form needs to be submitted to Fiscal Services).
- 7) Expenditures exceeding \$50.00.
- 8) Refreshments/Meals unless pre-approved and not handled by Child Nutrition Services.
- 9) Equipment repairs.
- 10) Expenditures for vendors who could accept district purchase orders.
- 11) Expenditures charged to programs with insufficient funds.
- 12) Gifts of any kind.

CC: Administrative Assistants
Cabinet
Directors