

Shasta County Office of Education

Petty Cash Fund

Petty cash funds shall not be used to pay for services

Opening petty cash fund

Petty cash funds are requested via a Direct Payment Vendor Requisition. The Comment field on the Requisition tab shall indicate **Open Petty Cash**. Petty cash funds may be replenished as often as needed. Please keep that in mind when deciding the fund amount to have on hand. Petty cash checks are generally payable to the program manager. Cash should be kept in a locked box and safeguarded.

When replenishing or closing petty cash fund, complete the **Petty Cash Fund Recap Form**

- a. Program: Enter program/department name
- b. Fiscal Year: Enter Fiscal Year for petty cash fund
- c. Escape Key: Enter four digit Resource, four digit Program, four digit Object and six digit Alias
- d. Purchased by: Enter the name of the staff member that made the purchase
- e. Description of Purchase: Enter store/vendor and describe item(s) purchased
- f. Date: Enter the date item(s) was/were purchased
- g. Amount: Enter amount of the item(s) purchased
- h. Cash on Hand – Enter the amount of cash still on hand
- i. Completed by: Enter name of staff member completing the form/reconciling petty cash fund
- j. Approved by: Obtain program managers approval signature

Replenishing petty cash fund

Petty cash funds shall be replenished at the minimum once per year. The recommendation is mid-year. When replenishing petty cash fund, the *Petty Cash Fund Recap Form* along with receipts supporting the amount to be replenished shall be attached to the Attachments tab of a Direct Payment Vendor Requisition. The Comment field on the Requisition tab shall indicate **Replenish Petty Cash**. Receipts shall be in the same order as the *Petty Cash Fund Recap Form*. Summarize as desired on the requisition. The sum of codes and amounts on the requisition shall match the *Total Receipts* field of the *Petty Cash Fund Recap Form*.

Closing petty cash fund

Petty cash funds shall be closed out at year-end. When closing out petty cash fund, the *Petty Cash Fund Recap Form* along with receipts supporting the amount to be replenished shall be attached to the Attachments tab of a Direct Payment Vendor Requisition. The Comment field on the Requisition tab shall indicate **Close Petty Cash**. Receipts shall be in the same order as the *Petty Cash Fund Recap Form*. Summarize as desired on the requisition. The sum of codes and amounts on the requisition shall match the *Total Receipts* field of the *Petty Cash Fund Recap Form*. **A copy of the *Petty Cash Fund Recap Form* with the requisition number referenced and the cash on hand shall be delivered to Business.**