
PETTY CASH – OPEN A CHECKING ACCOUNT OR CAL CARD
ACCOUNT (ACC-W026)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 How to open a petty cash checking account or CAL Card account

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Fiscal Services Technician II

3.0 APPROVAL AUTHORITY:

Approved signature on file

- 3.1 Accounting Services Supervisor

4.0 DEFINITIONS:

- 4.1 SCUSD – Sacramento City Unified School District
- 4.2 Petty cash account – a checking account, usually with Bank of America, that allows sites to purchase certain items without going through the Purchasing department of SCUSD
- 4.3 Imprest amount – the amount advanced to a Principal or Site Manager to set up a petty cash bank account
- 4.4 CAL Card – District VISA issued in employee's name
- 4.5 ESCAPE – the financial software of SCUSD
- 4.6 G-requisition – a requisition created in the Accounts Payable module of ESCAPE used to request an advance for a new petty cash account

5.0 WORK INSTRUCTION:

- 5.1 For checking accounts, receive a request from a Principal or Site Manager to set up a petty cash account.
- 5.2 For checking accounts, send the following forms, samples of completed forms, and a transmittal memo to the Principal or Site Manager:
 - 5.2.1 Bank-Depositor Agreement (bank form # 95-14-4619B) – a bank account contract between Bank of America and SCUSD
 - 5.2.2 Request for Petty Cash Checking Account Form (ACC-F001) – a form signed by the Principal or Site Manager as acceptance of the account's responsibilities
- 5.3 For checking accounts, receive the completed forms listed in 5.2.
 - 5.3.1 Director of Accounting Services approves the Bank-Depositor Agreement.
- 5.4 For checking accounts, create a G-requisition in ESCAPE for the imprest amount.
 - 5.4.1 Accounting Services Supervisor approves the G-requisition.
 - 5.4.2 Send to Accounts Payable the original G-requisition and a copy of the completed Request for Petty Cash Checking Account Form (ACC-F001). File the original ACC-F001 in the appropriate binder.

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- 5.5 For checking accounts, receive a check from Accounts Payable for the imprest amount.
- 5.6 For checking accounts, mail to Bank of America the Bank-Depositor Agreement, check, and a transmittal memo. The transmittal memo identifies the parent account number under which the account should be set up and requests a box of checks.
- 5.7 For checking accounts, after approximately four days, contact Bank of America for the bank account number.
- 5.8 For checking accounts, add the new petty cash account to the petty cash database.
- 5.9 To open a petty cash CAL Card account, contact the Purchasing Director at ext. 6662 for a request form.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Petty Cash Manual (ACC-W043)
- 6.2 Bank-Depositor Agreement (bank form # 95-14-4619B)
- 6.3 Request for Petty Cash Checking Account Form (ACC-F001)
- 6.4 Transmittal memo template in Microsoft Word

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Request for Petty Cash Checking Account (ACC-F001)	Binder in General Accounting	Until the Petty Cash account is closed	Discard as desired	Secured area

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/30/04	A	Initial Release
3/12/07	B	Revised title and added CAL Card references
3/31/08	C	Updated work instructions 5.2, 5.4.2, 5.6, removed associated document, updated record identification and storage

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