
PETTY CASH – CAL CARD RECONCILIATION (ACC-W038)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 How to reconcile a petty cash 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 I

3.0 APPROVAL AUTHORITY:

Approved signature on file

- 3.1 General Accounting Supervisor

4.0 DEFINITIONS:

- 4.1 Petty cash reconciliation - a group of three documents that confirms the accountability of funds advanced to sites. The three documents consist of a Monthly CAL-Card/Petty Cash Transaction Log (ACC-F007), original receipts for all transactions and the CAL Card statement from US Bank.
- 4.2 CAL Card – District VISA issued in employee's name
- 4.3 Cardholder – the staff who's name appears on the CAL Card
- 4.4 ESCAPE – the financial software of SCUSD
- 4.5 Y-requisition – a requisition created in the Accounts Payable module of ESCAPE used to replenish the petty cash checking account and pay US Bank CAL Card Account

5.0 WORK INSTRUCTION:

- 5.1 Record all monthly purchases on the Monthly CAL-Card/Petty Cash Transaction Log (ACC-F007)
- 5.2 Attach original receipts to the Monthly CAL-Card/Petty Cash Transaction Log (ACC-F007) that support the purchases listed on the log (ACC-F007)
- 5.3 Compare purchases on the Monthly CAL-Card/Petty Cash Transaction Log (ACC-F007) to the CAL Card Statement received from US Bank for accuracy (make sure the purchases listed on the US Bank Statement match those listed on the Transaction Log ACC-F007) and approval to pay.
 - 5.3.1 If disputing a purchase on the US Bank Statement, refer to your CAL Card binder for instructions and forms
- 5.4 Attach the US Bank Statement and original receipts to the completed Monthly CAL-Card/Petty Cash Transaction Log (ACC-F007) to support purchases listed in ACC-F007 and sign ACC-F007 under "CardHolder Signature" and submit to supervisor for approval and signature
- 5.5 Prepare a Y-Requisition in Escape as required in ACC-W035
- 5.6 Record Y-Requisition number in the shaded box located on the top left hand corner of Monthly CAL-Card/Petty Cash Transaction Log (ACC-F007)
- 5.7 Forward reconciled and signed Monthly CAL-Card/Petty Cash Transaction Log (ACC-F007) with required attachments (receipts and US Bank Statement) to Accounts Payable for processing

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6.0 ASSOCIATED DOCUMENTS:

- 6.1 Petty Cash Manual (ACC-W043)
- 6.2 Monthly CAL-Card/Petty Cash Transaction Log (ACC-F007)
- 6.3 Petty Cash – Process Y-Requisition To Replenish Checking Account or Pay CAL Card Account (ACC-W035)
- 6.4 CAL Card Training Binder
- 6.5 US Bank Statement
- 6.6 Receipts to support purchases

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
PETTY CASH – CAL CARD RECONCILIATION (ACC-W038)	Intranet	Until the Petty Cash Program terminates	Discard as desired	Secured area
Petty cash CAL Card reconciliation	General Accounting and file storage	7 years	Discard as desired	Secured area

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
3/12/07	A	Initial Release

***** End of procedure *****