
PETTY CASH – PROCESS Y-REQUISITION TO REPLENISH CHECKING
ACCOUNTS & PAY CAL CARD ACCOUNTS (ACC-W035)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 How to process a request (Y-requisition) to reimburse a petty cash account and pay a 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 Accounting Services Supervisor

4.0 DEFINITIONS:

- 4.1 SCUSD – Sacramento City Unified School District
- 4.2 Petty cash account – a checking account, currently at Bank of America, that allows sites to purchase certain items without going through the Purchasing department of SCUSD
- 4.3 Petty Cash Checking Account Voucher Form (ACC-F002) – a form completed prior to the disbursement of a petty cash check. The recipient of the check signs this form as proof of receipt.
- 4.4 CAL Card – District VISA issued in employee's name
- 4.5 Monthly CAL-Card/Petty Cash Transaction Log (ACC-F007) – a form completed by the CAL Card holder listing all CAL Card monthly purchases
- 4.6 ESCAPE – the financial software of SCUSD
- 4.7 Y-requisition – a requisition created in the Accounts Payable module of ESCAPE used to replenish the petty cash checking account and pay U.S. Bank CAL Card Account

5.0 WORK INSTRUCTION:

- 5.1 Receive petty cash documentation that supports the Y-requisition created by a site as follows:

5.1.2 Petty Cash Checking Account documentation:

- Petty Cash Voucher (ACC-F002) for each check written
- Original receipts to support purchases
- Agendas and sign-in sheets for food items purchased for meetings

5.1.3 Petty Cash CAL Card Account documentation:

- Monthly CAL-Card/Petty Cash Transaction Log (ACC-F007)
- Original receipts to support purchases
- U.S. Bank CAL Card Monthly Statement
- Agendas and sign-in sheets for food items purchased for meetings

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5.2 After verifying that each requisition has appropriate documentation as listed in 5.1.2 or 5.1.3, review each individual receipt to ensure appropriateness of petty cash expenses as follows:

- Items purchased should be for object codes 4000's (administrative supplies and instructional supplies) and 5911 (postage)
- Items purchased should not exceed \$100.00 each, and total reimbursement should not exceed \$250
- Postage may be for any amount

5.3 Process the payment in ESCAPE. Checks will be payable as follows:

5.3.1 Principal or Site Manager (for Petty Cash Checking Accounts ONLY)

5.3.2 SCUSD/Petty Cash CAL Card (for Petty Cash CAL Card Accounts)

6.0 ASSOCIATED DOCUMENTS:

6.1 Petty Cash Manual (ACC-W043)

6.2 Petty Cash Voucher form (ACC-F002)

6.3 Monthly CAL-Card/Petty Cash Transaction Log (ACC-F007)

6.4 U.S. Bank Statement

6.5 Supporting documentation for purchases

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Supporting documentation for petty cash purchases	File cabinets in Accounting Services	4 years	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	Added CAL Card References, & changed work instruction title
3/31/08	C	Updated approval authority, work instructions 5.2 and 5.3, and record retention table

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