




BULLETIN

SUBJECT: Petty Cash Fund Policy and CAL-CARD Purchases **2016-17 NO. BS-84**

TO: All School Sites and Departments

DATE: March 7, 2017

PREPARED BY: Amari Watkins, Director, **DEPARTMENT:** Accounting Services
Accounting Services

REVIEWED BY: Gerardo Castillo, CPA **APPROVED:** 
Chief Business Officer

This bulletin is to advise district staff of the current Petty Cash Fund policy. The Petty Cash Fund policy includes the traditional checking account through Bank of America and the CAL-CARD which is a Visa credit card program given by the State of California.

We ask that all staff responsible for a Petty Cash account or a CAL-CARD (Visa credit card) thoroughly review the attached Petty Cash Manual. **Purchases that are not in accordance with the Petty Cash policy become the personal liability of the individual responsible for the account.** Therefore, it is important to understand allowable and prohibited purchases. The manual also gives detailed information on everything you need to know to properly manage your Petty Cash account.

Please be advised that use of the Petty Cash Fund is not intended to circumvent the existing purchase requisition process or to expedite purchases typically subject to review and preapproval. For example, purchases of technology equipment require review and must conform to published district device standards, even if the purchase amount falls below the current cost threshold for CAL-CARD usage. For these reasons, these purchases are prohibited using the Petty Cash Fund.

If you have any questions regarding acceptable purchases, please contact Purchasing Services at 277-6662. Or if you have questions regarding reconciling, please contact Accounts Payable at 643-7885.