

PETTY CASH ACCOUNTS

Petty Cash Accounts

Petty Cash accounts may be used for specific purchases only. Those specific purchases include incidental operational or instructional items that are not stocked in the warehouse, are needed immediately and the normal purchasing process is not timely enough to meet the need. Based upon demonstrated need, however, the Superintendent or his/her designee may approve a new maximum limit of up to \$1,500. The change may be temporary or permanent, subject to need.

Petty Cash Account monies are district funds and therefore, all expenditures are subject to all rules, regulations and laws adopted by the District and /or State of Montana relative to the use of public funds.

Each administrator of a school or department having a petty cash account may appoint a fund custodian to be responsible for the bookkeeping and security of the petty cash accounts. Petty cash accounts will be checking accounts maintained on an imprest basis. Funds which are not specifically petty cash monies shall not be co-mingled with the petty cash account. At the conclusion of each school year, all petty cash accounts must be reconciled and reimbursed to the Business Office. The bank statements and checkbooks are to be returned to the Business Office for processing.

The District Business Office shall be responsible for establishing procedures for use and management of petty cash accounts.

Imprest Petty Cash Account

Establishment of Accounts:

1. *The maximum authorized limit in the account will be \$750.
2. Each school will select the bank in which its account is to be managed. The District will pay no service charge for checks written. Thus, a bank official must affirm in writing that no service charge will be assessed for written checks.
3. Warrants will be drafted from each school/departments budgeted funds and submitted to the banks designated to establish the Petty Cash Account.
4. Each school/department shall designate two authorized signatures for signing of checks. Only one signature will be needed to issue a check.
5. All accounts shall be designated by the name _____ School Petty Cash Account.
6. Each school/department having an account is to receive verification from the banks involved that statements will be sent at the end of each month.

Disbursements:

1. The maximum expenditure for any individual transaction will be \$100.
2. *Expenditures may be made by check only.
3. *A voucher must be completed for each expenditure and supported by a sales slip or other documentation and signed by the party being reimbursed.

Replenishment of Fund:

1. *The original disbursement voucher and sales slips must be attached to a claim form and submitted to the Business Office for reimbursement.
2. The Petty Cash Account may be replenished as often as needed, provided the school/department continues to have budgeted funds available. One weeks' notice is required by the Business Office for processing.
3. *All Petty Cash Accounts shall be replenished at the end of each school year to the maximum limit of \$750, provided funds are available.

Official Fees:

1. *Disbursement vouchers must be completed for all game officials and the persons receiving the checks must sign.

Reporting and Other:

1. *The financial condition of each Petty Cash Account shall be reported monthly to the Business Office. The report is to show the bank reconciliation and vouchers, for which the schools have not yet been reimbursed.

2. *Duplicates of the vouchers used, the canceled checks and bank statements must be submitted to the Business Office at the end of each school year to be available for audit.
3. *Miscellaneous collections such as fines or building damage collections are not to be deposited in the Petty Cash Account. Miscellaneous collections must be submitted to the Business Office for deposit with the County Treasurer.
4. *The Accounts may be used only for those items that could normally be purchased with a purchase order. Expenditures are for instructional purposes only. Expenditures for coffee, get well cards and social functions are expressly prohibited.
5. Bank charges for NSF (non-sufficient fund) checks issued by the authorized signature will be cause for closing a Petty Cash Account from a school/department.

*Required by Audit.