

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 2625-1
SUBJECT: PETTY CASH FUND	DATE OF ISSUE: 06/18/80 <hr/> REVISIONS: 04/29/96; 08/01/96; 04/06/06 <hr/> PREPARING OFFICE: BUSINESS SERVICES

I. PURPOSE:

To establish and maintain Petty Cash funds in all elementary schools, middle schools, senior high schools, Kaw Area Technical School, the Administrative Center, Holland Student Service Center, Service Center, the Alternative Education Program, and Sheldon Child Development Center.

II. PERSONNEL AFFECTED:

All building principals and the Board treasurer.

III. ACCOUNTABILITY:

The general intent of and procedure for the use of Petty Cash funds is explained in a portion of the statute permitting the creation of such funds (K.S.A. 72-8208 amended).

The principal or person designated who receives such funds shall keep a record of all receipts and expenditures from the fund and shall, from time to time and at the end of the school year, prepare a statement for the Board of Education showing all receipts, expenditures, and the balance in the Petty Cash fund. The Petty Cash fund shall be replenished by payment from the appropriate funds of the school district to the Petty Cash fund upon proper claim. If the Board of Education is satisfied with the report and the fund is partially depleted, the Board may restore the fund to the original amount. The fund shall be kept separate from all other funds and be used only for authorized expenditures, and itemized receipts shall be taken for each expenditure. No part of such fund may be loaned or advanced against the salary of any employee.

IV. PROCEDURES:

A. The amount of the fund shall be:

\$ 1500 (2).....Administrative Center
 \$ 1500 (2).....Senior High Schools
 \$ 1250.....Middle Schools
 \$ 500.....Elementary Schools

\$ 1500.....	Kaw Area Technical School
\$ 500.....	Capital City Schools
\$ 500.....	Central Services
\$ 500.....	Holland Student Service Center
\$ 500.....	Topeka Education Center
\$ 500.....	Sheldon Child Development Center

- B. All petty cash funds at schools shall be kept in a separate checking account from all other funds. It is not to be deposited in the school's activity account.**

All expenditures from a school's petty cash fund shall be in the form of a check drawn on the school's petty cash checking account.

The petty cash fund at the Service Center and Burnett Center may be made up of a checking account and an amount of cash not to exceed \$250.00. All petty cash expenditures in excess of \$20.00 shall be made in the form of a check.

- C. Purchases made from the Petty Cash fund are to be directly related to the school's educational program or the operation of the school office. Those items purchased should be of the type that would be approved if requisitioned thorough regular channels. If there are questions as to whether the purchase would be approved, please call.**

All purchases for less than \$20 must be purchased from the Petty Cash fund.

- D. Individual supply purchases are limited to \$50 at any one time. Postage stamps may be purchased up to a \$200 limit.**

- E. The limit on athletic, debate, and other trips involving food, housing, and entry fees for students is established by the principal in accordance with the number of students on the trip. Officials may exceed the \$50 limit if their charge plus travel is in excess of this amount.**

- F. When money is spent, support the expenditure by filling out a voucher and attaching an itemized receipt, bill, cash ticket, or similar record of what the money was used for. Place the voucher and supportive materials in the Petty Cash box.**

- G. The fund may be replenished during the school year. To replenish the fund, the following format is suggested:**

- 1. Prepare a requisition showing the expenditures by account number. In order to replenish the Petty Cash fund, your accounts will be charged respectively.**
- 2. After completion of the requisition, forward same with vouchers**

and bills attached to the Business Office for processing.

3. It is recommended that the fund not be exhausted before the requisition is sent in because of the time necessary to issue a check.

H. Each school's principal, the general director of central services, and the general director of fiscal services shall audit, or cause to be audited, the petty cash fund monthly to ensure the cash on hand (if applicable) plus checking account balance, plus receipts on hand, plus reimbursements in process equal the petty cash fund's authorized balance.