

PETTY CASH FUND REGULATIONS

The petty cash fund is maintained in the central office to facilitate the processing and payment of minor purchases or expenditures not processed by the Purchasing Office, the reimbursement of minor local travel expenses, and the payment of small obligations when the issuance of a formal voucher and check is not cost-effective. However, the use of the petty cash fund must not be considered a substitute for or a means of circumventing established purchasing procedures.

- 1) The total value of each item reimbursed may not exceed \$30.00, unless specifically approved by the Director of Accounting. Purchases that are in essence one unit may not be divided for purposes of avoiding this limitation.
- 2) Items available under an existing contract or agreement may not be purchased through the petty cash fund, except in bona fide emergencies (as certified, in each case, by the department head).
- 3) Petty cash expenditures must be approved by the department head or their designee before reimbursement can be made.
- 4) Petty cash funds may not be used for payment of salaries or wages, for cashing checks or other negotiable instruments, for personal loans, or for items for personal use or benefit.
- 5) Petty cash funds may not be used for the payment of travel, except for:
  - a. Travel where legal requirements dictate emergency travel, where time is of the essence, and the travel is initiated after normal business hours; or
  - b. Out-of-pocket expenses for local travel that do not exceed \$30.00 in total, e.g., parking fees, highway tolls, or bus or taxi fares;
- 6) Petty cash funds may not be provided as advanced funds, except to pay for food, tolls, and fuel for school bus drivers and Educational Facilities Department staffers on overnight or out-of-town school trips.
- 7) Persons making unauthorized purchases or exceeding prescribed limits will be personally responsible for the cost of such purchases or such excess.
- 8) The Director of Accounting is responsible for the proper operation of the petty cash fund and for ensuring compliance with the regulations contained herein. Where circumstances warrant, the Director of Accounting may authorize exceptions to these regulations.
- 9) The forms prescribed by the Director of Accounting will be used in all cases for reimbursement purposes.
- 10) Under no circumstances will charges for alcoholic beverages or smoking tobacco or devices (cigarettes, cigars, e-cigarettes) be allowed for reimbursement.

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The following items may be paid through the petty cash fund:

- 1) Fees paid out of pocket when representing the school division on official business at a professional meeting; e.g., luncheon meeting.
- 2) Expenses paid out of pocket while conducting official business; e.g., bus or taxi fares, highway tolls, and parking lot and parking meter fees.
- 3) Sales taxes on materials and supplies, on food items, and on travel-related expenses if it is not practical for individuals to be given tax-exempt certificates prior to the purchase being made.

**PETTY CASH DISBURSEMENT PROCESS**

- 1) *Documentation:* All disbursements from the central office petty cash fund must be documented. The Central Office Petty Cash Voucher (attachment 1) is the recommended form of documentation. All documentation must contain the following information:
  - a. A brief description of the nature and purpose of the expenditures (e.g., parking in Alexandria for a meeting with the Neighborhood Council).
  - b. All applicable accounting codes (1100-XXXX-XXXXXX-XXXX-XXXX-XX-X)
  - c. Applicable supporting documentation (e.g., original cash register receipts, sales tickets, cash receipts, toll receipts, etc.).
  - d. The supporting documentation must not be more than 30 days old and must be for the current fiscal year.
  - e. Approval of the department head or department head’s designee.
  - f. Claimant must comply with requirements a. through e. above before submitting the Central Office Petty Cash Voucher to the fund custodian.
- 2) *Submission of Claim:* Before money is actually paid out to the claimant, the fund custodian will:
  - a. Examine the petty cash documentation for propriety and acceptability with the above requirements.
  - b. Ensure that the Central Office Petty Cash Voucher is supported by the appropriate documentation.

- 93 c. Have claimant provide identification, if necessary.  
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95 d. Have claimant sign and date the petty cash voucher.  
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97 e. Verify that the department head's account has sufficient funds to replenish the petty  
98 cash fund.  
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100 f. Place the amount to be reimbursed in an envelope and attach it to the Central  
101 Office Petty Cash Voucher.  
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103 g. Ensure that the claimant signs the Central Office Petty Cash Voucher before the  
104 money is released.  
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106 h. Ensure the payment is witnessed if the fund custodian is the claimant.  
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108 3) *Reimbursement of Claim:*  
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- 110 a. Allow one work day after submitting the Central Office Petty Cash Voucher for the  
111 fund custodian to process the reimbursement.  
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113 b. Reimbursement may be picked up between the hours of 8:00 a.m. and 12:00 p.m.  
114 on the following work day.  
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116 c. In the event the claimant is unable to come during these hours, the claimant should  
117 call to make certain the fund custodian is available to issue the  
118 reimbursement at alternative times during the work day.  
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120 4) *Travel Advance Requests by Transportation School Bus Drivers and Office of Educational  
121 Facilities Staff members:*  
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- 123 a. Requests for advanced petty cash funds can only be submitted for school-  
124 sanctioned activities occurring beyond a 50-mile radius from Alexandria City  
125 Public Schools (ACPS), and qualify as non-local travel.  
126  
127 b. Vouchers for advance petty cash requests must indicate -  
128       ▪ estimated amounts for tolls and related travel costs,  
129       ▪ the number of traveling Pupil Transportation or Office of Educational  
130 Facilities staffers.  
131  
132 c. Vouchers for advance petty cash requests must be approved by Transportation or  
133 Educational Facilities department heads or their designees prior to the disbursing  
134 of the advanced funds.  
135  
136 d. Department heads must ensure that itemized receipts are submitted within 24 hours  
137 of the conclusion of the travel activity.  
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139 e. Itemized receipts totaling the amount of the advanced funds must be submitted to  
140 clear the advance petty cash voucher.  
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- 142 ■ If the itemized receipts are less than the advanced amount, a cash payment  
143 must be provided with the receipts.
- 144 ■ If the itemized receipts exceed the advanced funds, no additional  
145 reimbursement will be provided unless additional costs were due to an  
146 emergency (ACPS vehicle repairs needed) or actual costs exceeded  
147 estimated amounts.

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149 5) *Petty Cash Fund Reconciliation and Replenishment Process*  
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- 151 a. The petty cash fund shall be reconciled by the fund custodian when
  - 152 ■ vouchers total more than \$100.00; or
  - 153 ■ when the available petty cash balance is less than \$500.00; and
  - 154 ■ at the end of the fiscal year.
- 155
- 156 b. The reconciliation identifies the vouchers and amounts disbursed and include the  
157 supporting itemized receipts for each disbursed voucher.  
158
- 159 c. The reconciliation is provided as support for a special check request to replenish  
160 the petty cash fund to \$2,000.00.  
161
- 162 d. Periodically, the Director of Accounting or their designee performs an  
163 unannounced count of the petty cash fund and vouchers on hand.  
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166 Issued: August 31, 2015  
167 Affirmed: December 5, 2019  
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170 Legal Ref.: Code of Virginia, 1950, as amended, § 22.1- 123.  
171

172 Cross Ref.: DJF Purchasing Procedures  
173 DJB Petty Cash Funds

ALEXANDRIA CITY PUBLIC SCHOOLS  
Alexandria, Virginia

CENTRAL OFFICE PETTY CASH VOUCHER

Amount
\$

Date

Account Code

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Requestor's signature:

Supervisor's signature:

Reason:

Signature indicates payment in cash. Receipts must be attached supporting payment.

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Authorization: \_\_\_\_\_

ALEXANDRIA CITY PUBLIC SCHOOLS  
Alexandria, Virginia

CENTRAL OFFICE PETTY CASH VOUCHER

Amount
\$

Date

Account Code

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PETTY CASH FUND REGULATIONS

**A. BACKGROUND:**

The petty cash fund is maintained in the central office to facilitate the processing and payment of minor purchases or expenditures not processed by the Purchasing Office, the reimbursement of minor local travel expenses, and the payment of small obligations when the issuance of a formal voucher and check is not cost-effective. However, the use of the petty cash fund must not be considered a substitute for or a means of circumventing established purchasing procedures.

**B. REGULATION**

- 1) The total value of each item reimbursed may not exceed \$30.00, unless specifically approved by the Director of Accounting. Purchases that are in essence one unit may not be divided for purposes of avoiding this limitation.
- 2) Items available under an existing contract or agreement may not be purchased through the petty cash fund, except in bona fide emergencies (as certified, in each case, by the department head).
- 3) Petty cash expenditures must be approved by the department head or ~~their~~his/her designee before reimbursement can be made.
- 4) Petty cash funds may not be used for payment of salaries or wages, for cashing checks or other negotiable instruments, for personal loans, or for items for personal use or benefit.
- 5) Petty cash funds may not be used for the payment of travel, except for:
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- 7) Persons making unauthorized purchases or exceeding prescribed limits will be personally responsible for the cost of such purchases or such excess.
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- 9) The forms prescribed by the Director of Accounting will be used in all cases for reimbursement purposes.
- 10) Under no circumstances will charges for alcoholic beverages or smoking tobacco or devices (cigarettes, cigars, e-cigarettes) be allowed for reimbursement.

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48 **C. ALLOWABLE PAYMENTS:**  
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50 The following items may be paid through the petty cash fund:  
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- 52 1) Fees paid out of pocket when representing the school division on official business at a  
53 professional meeting; e.g., luncheon meeting.  
54
- 55 2) Expenses paid out of pocket while conducting official business; e.g., bus or taxi fares,  
56 highway tolls, and parking lot and parking meter fees.  
57
- 58 3) Sales taxes on materials and supplies, on food items, and on travel-related expenses if it is  
59 not practical for individuals to be given tax-exempt certificates prior to the purchase being  
60 made.  
61

62 **D. THE PETTY CASH DISBURSEMENT PROCESS**  
63

- 64 1) *Documentation:* All disbursements from the central office petty cash fund must be  
65 documented. The Central Office Petty Cash Voucher (attachment 1) is the recommended  
66 form of documentation. All documentation must contain the following information:  
67
  - 68 a. A brief description of the nature and purpose of the expenditures (e.g., parking in  
69 Alexandria for a meeting with the Neighborhood Council).
  - 70
  - 71 b. All applicable accounting codes (1100-XXXX-XXXXXX-XXXX-XXXX-XX-X)  
72
  - 73 c. Applicable supporting documentation (e.g., original cash register receipts, sales  
74 tickets, cash receipts, toll receipts, etc.).  
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  - 76 d. The supporting documentation must not be more than 30 days old and must be for  
77 the current fiscal year.  
78
  - 79 e. Approval of the department head or department head's designee.  
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  - 81 f. Claimant must comply with requirements a. through e. above before submitting the  
82 Central Office Petty Cash Voucher to the fund custodian.  
83
- 84 2) *Submission of Claim:* Before money is actually paid out to the claimant, the fund  
85 custodian will:  
86
  - 87 a. Examine the petty cash documentation for propriety and acceptability with the  
88 above requirements.  
89
  - 90 b. Ensure that the Central Office Petty Cash Voucher is supported by the appropriate  
91 documentation.  
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Commented [1]: Unclear how this is different from the prior section

Commented [2]: OK to remove this section title.

- 93 c. Have claimant provide identification, if necessary.
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- 95 d. Have claimant sign and date the petty cash voucher.
- 96
- 97 e. Verify that the department head's account has sufficient funds to replenish the petty
- 98 cash fund.
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- 100 f. Place the amount to be reimbursed in an envelope and attach it to the Central
- 101 Office Petty Cash Voucher.
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- 103 g. Ensure that the claimant signs the Central Office Petty Cash Voucher before the
- 104 money is released.
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- 106 h. Ensure the payment is witnessed if the fund custodian is the claimant.
- 107

3) *Reimbursement of Claim:*

- 110 a. Allow one work-day after submitting the Central Office Petty Cash Voucher for
- 111 the fund custodian to process the reimbursement.
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- 113 b. Reimbursement may be picked up between the hours of 8:00 a.m. and 12:00 p.m.
- 114 on the following work day.
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- 116 c. In the event the claimant is unable to come during these hours, the claimant should
- 117 call to make certain the fund custodian is available to issue the
- 118 reimbursement at alternative times during the work day.
- 119

4) *Travel Advance Requests by Transportation School Bus Drivers and Office of Educational Facilities Department Staff members:*

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- 122
- 123 a. Requests for advanced petty cash funds can only be submitted for school-
- 124 sanctioned activities occurring beyond a 50-mile radius from Alexandria City
- 125 Public Schools (ACPS), and qualify as non-local travel.
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- 127 ~~b.~~ Vouchers for advance petty cash requests must indicate -
- 128 ~~b.~~
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  - ~~i.~~ estimated amounts for tolls and related travel costs,
  - ~~ii.~~ the number of traveling Pupil Transportation or Office of Educational
  - 131 Facilities ~~Department~~ staffs.
- 132
- 133 c. Vouchers for advance petty cash requests must be approved by Transportation or
- 134 Educational Facilities department heads or their designees prior to the disbursing
- 135 of the advanced funds.
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- 137 d. Department heads must ensure that itemized receipts are submitted within 24 hours
- 138 of the conclusion of the travel activity.

**Commented [3]:** changed it to the "official" department name. This section (#4) pertains to transportation and facilities staff traveling with students on non-local field trips.



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■ If the itemized receipts are less than the advanced amount, a cash payment must be provided with the receipts.

■

■ If the itemized receipts exceed the advanced funds, no additional reimbursement will be provided unless additional costs were due to an emergency (ACPS vehicle repairs needed) or actual costs exceeded estimated amounts.

5) *Petty Cash Fund Reconciliation and Replenishment Process*

a. The petty cash fund shall be reconciled by the fund custodian when

- vouchers total more than \$100.00; or
- when the available petty cash balance is less than \$500.00; and
- at the end of the fiscal year.

**Commented [4]:** The constraint based upon cash amount exchanged is more applicable to avoid small dollar reimbursements due to time. However, "annual" does comply with our practice of reconciling petty cash at June 30 each year.

b. The reconciliation shall identify the vouchers and amounts disbursed and include the supporting itemized receipts for each disbursed voucher.

c. The reconciliation shall be provided as support for a special check request to replenish the petty cash fund to \$2,000.00.

d. Periodically, the Director of Accounting or their/his/her designee shall perform an unannounced count of the petty cash fund and vouchers on hand.

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Affirmed: December 5, 2019

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