#### PETTY CASH FUND REGULATIONS 1 2 The petty cash fund is maintained in the central office to facilitate the processing and payment of 3 4 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 5 voucher and check is not cost-effective. However, the use of the petty cash fund must not be 6 7 considered a substitute for or a means of circumventing established purchasing procedures. 8 9 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 10 divided for purposes of avoiding this limitation. 11 12 2) Items available under an existing contract or agreement may not be purchased through the 13 petty cash fund, except in bona fide emergencies (as certified, in each case, by the 14 department head). 15 16 3) Petty cash expenditures must be approved by the department head or their designee before 17 reimbursement can be made. 18 19 4) Petty cash funds may not be used for payment of salaries or wages, for cashing checks or 20 other negotiable instruments, for personal loans, or for items for personal use or benefit. 21 22 5) Petty cash funds may not be used for the payment of travel, except for: 23 24 a. Travel where legal requirements dictate emergency travel, where time is of the 25 essence, and the travel is initiated after normal business hours; or 26 27 b. Out-of-pocket expenses for local travel that do not exceed \$30.00 in total, e.g., 28 parking fees, highway tolls, or bus or taxi fares; 29 30 6) Petty cash funds may not be provided as advanced funds, except to pay for food, tolls, and 31 fuel for school bus drivers and Educational Facilities Department staffers on overnight or 32 out-of-town school trips. 33 34 7) Persons making unauthorized purchases or exceeding prescribed limits will be personally 35 responsible for the cost of such purchases or such excess. 36 37 The Director of Accounting is responsible for the proper operation of the petty cash fund 38 8) and for ensuring compliance with the regulations contained herein. Where circumstances 39 warrant, the Director of Accounting may authorize exceptions to these regulations. 40 41 42 9) The forms prescribed by the Director of Accounting will be used in all cases for reimbursement purposes. 43 44 45 10) Under no circumstances will charges for alcoholic beverages or smoking tobacco or devices (cigarettes, cigars, e-cigarettes) be allowed for reimbursement. 46

47		
48		
49		
50 51	The fo	llowing items may be paid through the petty cash fund:
52 53	1)	Fees paid out of pocket when representing the school division on official business at a professional meeting; e.g., luncheon meeting.
54 55 56	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.
57 58 59 60	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.
61 62	PETT	Y CASH DISBURSEMENT PROCESS
63 64 65 66	1)	<i>Documentation:</i> 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:
67 68 69 70		a. A brief description of the nature and purpose of the expenditures (e.g., parking in Alexandria for a meeting with the Neighborhood Council).
70 71 72		b. All applicable accounting codes (1100-XXXX-XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
72 73 74 75		c. Applicable supporting documentation (e.g., original cash register receipts, sales tickets, cash receipts, toll receipts, etc.).
76 77 78		d. The supporting documentation must not be more than 30 days old and must be for the current fiscal year.
79 80		e. Approval of the department head or department head's designee.
81 82		f. Claimant must comply with requirements a. through e. above before submitting the Central Office Petty Cash Voucher to the fund custodian.
83 84 85	2)	Submission of Claim: Before money is actually paid out to the claimant, the fund custodian will:
86 87 88 89		a. Examine the petty cash documentation for propriety and acceptability with the above requirements.
90 91 92		b. Ensure that the Central Office Petty Cash Voucher is supported by the appropriate documentation.

93 94	С.	Have claimant provide identification, if necessary.
95	d.	Have claimant sign and date the petty cash voucher.
96 97 98	e.	Verify that the department head's account has sufficient funds to replenish the petty cash fund.
99 100 101	f.	Place the amount to be reimbursed in an envelope and attach it to the Central Office Petty Cash Voucher.
102 103 104	g.	Ensure that the claimant signs the Central Office Petty Cash Voucher before the money is released.
105 106 107	h.	Ensure the payment is witnessed if the fund custodian is the claimant.
	Reimbi	ursement of Claim:
110 111 112	a.	Allow one work day after submitting the Central Office Petty Cash Voucher for the fund custodian to process the reimbursement.
113 114	b.	Reimbursement may be picked up between the hours of 8:00 a.m. and 12:00 p.m. on the following work day.
115 116 117 118	C.	In the event the claimant is unable to come during these hours, the claimant should call to make certain the fund custodian is available to issue the reimbursement at alternative times during the work day.
119 120 4) 121		Advance Requests by Transportation School Bus Drivers and Office of Educational ies Staff members:
122 123 124 125	a.	Requests for advanced petty cash funds can only be submitted for school- sanctioned activities occurring beyond a 50-mile radius from ACPS, and qualify as non-local travel.
126 127 128 129 130	b.	<ul> <li>Vouchers for advance petty cash requests must indicate -</li> <li>estimated amounts for tolls and related travel costs,</li> <li>the number of traveling Pupil Transportation or Office of Educational Facilities staffers.</li> </ul>
131 132 133 134	c.	Vouchers for advance petty cash requests must be approved by Transportation or Educational Facilities department heads or their designees prior to the disbursing of the advanced funds.
135 136 137 138	d.	Department heads must ensure that itemized receipts are submitted within 24 hours of the conclusion of the travel activity.

139 140	e.	Itemized receipts totaling the amount of the advanced funds must be submitted to clear the advance petty cash voucher.
141		- If the itemized receipte are less than the advanced emount a cash neumont
142		■ If the itemized receipts are less than the advanced amount, a cash payment must be provided with the receipts
143		must be provided with the receipts.
144		■ If the itemized receipts exceed the advanced funds, no additional reimbursement will be provided unless additional costs were due to an
145		emergency (ACPS vehicle repairs needed) or actual costs exceeded
146 147		estimated amounts.
147		estimated amounts.
148	5) Potty(	Cash Fund Reconciliation and Replenishment Process
150	5, 10119	sash I and Reconculation and Repletishment I rocess
151	a.	The petty cash fund shall be reconciled by the fund custodian when
152	u.	<ul> <li>vouchers total more than \$100.00; or</li> </ul>
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	с.	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.
164		
165		
166	Issued:	August 31, 2015
167	Affirmed:	December 5, 2019
168		
169		
170 171	Legal Ref.:	Code of Virginia, 1950, as amended, § 22.1-123.
171	Cross Ref.:	DJF Purchasing Procedures
172	C1055 IVI	DJB Petty Cash Funds
1/3		

# ALEXANDRIA CITY PUBLIC SCHOOLS Alexandria, Virginia

# **CENTRAL OFFICE PETTY CASH VOUCHER**

Amount																			[	Date	)			
\$																								
	Account Code																							
		_	-			-					_						-			_				
Requestor's signature:																								
Supervis	or's sig	nature:																						
Reason:													7											
	Sigr	ature ind	icate	s payı	men	it in c	ash	. Re	ceipt	ts mu	ust be	e atta	ache	d suj	opor	ting	payr	nent						
	-			-												Ī								
	Rec	eived by:									Dat	e:								 				
	Auth	orization	:																					
								AL	.EXA	NDR	IA CI		UBLI	C SC	HOC	OLS								
										A		ndria												
						CE	NT	RAL	OF	م Fice	Alexa	ndria	, Virg	inia			ER							
	A					CE	INT	RAL	OF		Alexa	ndria	, Virg	inia			ER							
•	Am	ount				CE	INT	RAL	OF		Alexa	ndria	, Virg	inia			ER			[	Date	)		
\$	Am	ount				CE	NT	RAL	OF	FICE	Alexai	ndria,	, Virg	inia			ER			[	Date	)		
\$	Am	ount				CE	NT	RAL	OF	FICE	Alexai	ndria	, Virg	inia						 [	Date	; 		
		-				CE	NT	RAL	. OF	FICE	Alexai	ndria,	, Virg	inia			ER			]	Date	)		
Requesto	or's sigr					CE	INTI	RAL	OF	FICE	Alexai	ndria,	, Virg	inia			ER			[	Date	)		
Requesto	or's sigr		-			CE 				FICE	E PE	t Co	, Virg	SH						[	Date	e 		
Requesto	or's sigr					CE				Acc	E PE	t Co	, Virg	SH						] -	Date	)		
Requesto	or's sigr			s payı	men	-					coun	t Co	, Virg	SH						[	Date	)   		
Requesto	or's sigr cor's sig	nature:				- tin c	cash	I. Red	ceipt	Acc	coun	t Co	, Virg CA de	sH	voi	ting	payr	nent	1	-	Date	<u> </u>		
Requesto	or's sigr sor's sig Sigr Rec	nature: nature: ature ind				 	cash	1. Rec	ceipt	Acco	coun	t Co	, Virg CA de	SH disu	voi	ting	payr	nent	1	-	Date			

1	PETTY CASH FUND REGULATIONS
2	A. BACKGROUND:
3	The petty cash fund is maintained in the central office to facilitate the processing and payment of
4	minor purchases or expenditures not processed by the Purchasing Office, the reimbursement of
5	minor local travel expenses, and the payment of small obligations when the issuance of a formal
6	voucher and check is not cost-effective. However, the use of the petty cash fund must not be
7	considered a substitute for or a means of circumventing established purchasing procedures.
8	B. REGULATION
9	
	1) The total value of each item reimbursed may not exceed \$30.00, unless specifically
10	approved by the Director of Accounting. Purchases that are in essence one unit may not be
11	divided for purposes of avoiding this limitation.
12	
13	2) Items available under an existing contract or agreement may not be purchased through the
14	petty cash fund, except in bona fide emergencies (as certified, in each case, by the
15	department head).
16	
17	3) Petty cash expenditures must be approved by the department head or their his/her designee
18	before reimbursement can be made.
19	
20	4) Petty cash funds may not be used for payment of salaries or wages, for cashing checks or
20	other negotiable instruments, for personal loans, or for items for personal use or benefit.
21	other negotiable instruments, for personal loans, or for terms for personal use of benefit.
22	5) Petty cash funds may not be used for the payment of travel, except for:
	5) Fetty cash funds may not be used for the payment of travel, except for.
24	Turnel advection for the minimum of the second second advections in a fields
25	a. Travel where legal requirements dictate emergency travel, where time is of the
26	essence, and the travel is initiated after normal business hours; or
27	
28	b. Out-of-pocket expenses for local travel that do not exceed \$30.00 in total, e.g.,
29	parking fees, highway tolls, or bus or taxi fares;
30	
31	6) Petty cash funds may not be provided as advanced funds, except to pay for food, tolls, and
32	fuel for school bus drivers and Educational Facilities Department staffers on overnight or
33	out-of-town school trips.
34	
35	7) Persons making unauthorized purchases or exceeding prescribed limits will be personally
36	responsible for the cost of such purchases or such excess.
37	
38	8) The Director of Accounting is responsible for the proper operation of the petty cash fund
39	and for ensuring compliance with the regulations contained herein. Where circumstances
40	warrant, the Director of Accounting may authorize exceptions to these regulations.
41	warrant, the Director of Accounting may autorize exceptions to these regulations.
41	9) The forms prescribed by the Director of Accounting will be used in all cases for
43	reimbursement purposes.
44	
45	10) Under no circumstances will charges for alcoholic beverages or smoking tobacco or
46	devices (cigarettes, cigars, e-cigarettes) be allowed for reimbursement.

### PETTY CASH FUND REGULATIONS

ALEXANDRIA CITY PUBLIC SCHOOLS

1

47			
48 49	C. ALLOWABLE PAYMENTS:		<b>Commented [1]:</b> Unclear how this is different from the prior section
49 50	The following items may be paid through the petty cash fund:	<u>``</u>	<b>Commented [2]:</b> OK to remove this section title.
51	The following terms may be paid anough the perty cash fund.		Commented [2]. OK to remove this section title.
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	D. THE-PETTY CASH DISBURSEMENT PROCESS		
62 63	D, THE FEITI CASH DISBURSEMENT FROCESS		
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-XXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
72			
73	c. Applicable supporting documentation (e.g., original cash register receipts, sales		
74 75	tickets, cash receipts, toll receipts, etc.).		
75 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.		
80			
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		
87 88	above requirements.		
89	above requirements.		
90	b. Ensure that the Central Office Petty Cash Voucher is supported by the appropriate		
91	documentation.		
92			

ALEXANDRIA CITY PUBLIC SCHOOLS

93	с.	Have claimant provide identification, if necessary.		
94				
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.		
99				
100	f.			
101		Office Petty Cash Voucher.		
102	-	Ensure that the claimant signs the Central Office Petty Cash Voucher before the		
103	g.	money is released.		
104 105		money is released.		
	h	Ensure the payment is witnessed if the fund custodian is the claimant.		
106 107		Ensure the payment is withessed if the fund customan is the claimant.		
107	2) Raimh	ursement of Claim:		
108	5) Reinio	ursement of Cluim.		
110	2	Allow one work-day after submitting the Central Office Petty Cash Voucher for		
111	а.	the fund custodian to process the reimbursement.		
112		the fund custodium to process the formoursement.		
112	h	Reimbursement may be picked up between the hours of 8:00 a.m. and 12:00 p.m.		
114		on the following work day.		
115		on the following work day.		
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				
120	4) Travel	Advance Requests by Transportation School Bus Drivers and Office of Educational		
121		ties Department-Staff members:		<b>Commented</b> [3]: changed it to the "official" department
122				name. This section (#4) pertains to transportation and
123	a.	Requests for advanced petty cash funds can only be submitted for school-		facilities staff traveling with students on non-local field trips.
124		sanctioned activities occurring beyond a 50-mile radius from ACPS, and qualify as		uips.
125		non-local travel.		
126				
127	<del>b.</del>	-Vouchers for advance petty cash requests must indicate -		
128	<u>b.</u>			
129		estimated amounts for tolls and related travel costs,	·	Formatted: Font: (Default) Times New Roman, 12 pt,
130		ii. the number of traveling Pupil Transportation or Office of Educational	N.	Font color: Black
131		Facilities — Department staffers.		Formatted: Bulleted + Level: 3 + Aligned at: 1.25" +
132				Indent at: 1.5"
133	с.	Vouchers for advance petty cash requests must be approved by <u>Transportation or</u>	Ň	Formatted: Font: (Default) Times New Roman, 12 pt,
134		Educational Facilities department heads or their designees prior to the disbursing		Font color: Black
135		of the advanced funds.		
136				
137	d.	Department heads must ensure that itemized receipts are submitted within 24 hours		
138		of the conclusion of the travel activity.		

ALEXANDRIA CITY PUBLIC SCHOOLS

139 140 141 142	e.	Itemized receipts totaling the amount of the advanced funds must be submitted to clear the advance petty cash voucher.	
143 144		<ul> <li>If the itemized receipts are less than the advanced amount, a cash payment must be provided with the receipts.</li> </ul>	
145			
146 147		• ii. If the itemized receipts exceed the advanced funds, no additional	<b>Formatted:</b> Indent: Left: 1.13", Hanging: 0.38", Outline numbered + Level: 9 + Numbering Style: Bullet +
147		reimbursement will be provided unless additional costs were due to an	Aligned at: 0" + Indent at: 0"
149		emergency (ACPS vehicle repairs needed) or actual costs exceeded	
150		estimated amounts.	
151			
152	5) Petty	Cash Fund Reconciliation and Replenishment Process	
153			
154	a.	The petty cash fund shall be reconciled by the fund custodian when	
155		■ vouchers total more than \$100.00; or	
156		when the available petty cash balance is less than \$500.00; and	<b>Commented [4]:</b> The constraint based upon cash
157 158		■ <u>at the end of the fiscal year.</u>	amount exchanged is more applicable to avoid small dollar reimbursements due to time. However, "annual"
159	b.	The reconciliation shall identifiesy the vouchers and amounts disbursed and include	does comply with our practice of reconciling petty cash at June 30 each year.
160		the supporting itemized receipts for each disbursed voucher.	
161			
162	с.	The reconciliation isshall be provided as support for a special check request to	
163		replenish the petty cash fund to \$2,000.00.	
164			
165	d.	Periodically, the Director of Accounting or their his/her designee shall performs an	
166		unannounced count of the petty cash fund and vouchers on hand.	
167			
168			
169	Issued:	August 31, 2015	
170	Affirmed:	December 5, 2019	
171			
172			
173	Legal Ref.:	Code of Virginia, 1950, as amended, § 22.1- 123.	
174	~ .		
175	Cross Ref.:	DJF Purchasing Procedures	
176		DJB Petty Cash Funds	

#### ALEXANDRIA CITY PUBLIC SCHOOLS Alexandria, Virginia

### CENTRAL OFFICE PETTY CASH VOUCHER

Amount		Date
\$		
	Account Code	
Requestor's signature:		
Supervisor's signature:		
Reason:		
Signature indicate	s payment in cash. Receipts must be attached supporting payme	ent.
Received by:	Date:	
Authorization:		
_	ALEXANDRIA CITY PUBLIC SCHOOLS	
	ALEXANDRIA CITT PUBLIC SCHOOLS Alexandria, Virginia	
	CENTRAL OFFICE PETTY CASH VOUCHER	
Amount		Date
\$		
	Account Code	
Requestor's signature:	-	
Supervisor's signature:		
Reason:		
Signature indicate	s payment in cash. Receipts must be attached supporting payme	ent.

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

Authorization:

ALEXANDRIA CITY PUBLIC SCHOOLS