



PETTY CASH PROCEDURES

1. A purchase request must always be submitted with proper documentation attached.

Petty Cash for Student Meals:-

1. Requisition backup should consist of something showing what the event is or where the students are going to substantiate the need for meal money. Teachers/Sponsors may only receive meal money *for day trips* when traveling with students.
2. The purchase requisition will go through an approval process and once approved, the Purchasing Office will need to be contacted via email by individual requesting petty cash to set up an appointment time for pick up. No cash will be distributed without an appointment unless the situation is deemed an emergency.
3. Individual requesting petty cash will come to the Central Administration Purchasing Office with approved purchase order in hand at the designated pickup time.
4. Petty Cash will be counted out to requesting individual by Purchasing Coordinator or Purchasing office representative.
5. Requesting individual will sign Petty Cash Disbursement Log verifying correct amount received.
6. Petty cash will be disbursed in a special manila envelope containing Petty Cash Instruction sheet, Petty Cash Signature sheet and Sales Tax Exemption form.
7. Please read over Petty Cash Instruction sheet! Petty Cash signature sheet must be print/signed by the student/staff in appropriate fields. The signature sheet must also be filled out completely to include each amount disbursed, total amounts and deposit amounts. Leftover money must be returned immediately to campus/department secretary for deposit.
8. Failure to turn in signature list or receipts may result in petty cash reimbursement by the responsible party.

Petty Cash for Start-up funds:

1. An email must be sent to Central Administration Purchasing Office with date start up cash is needed, increments and any other important information. No purchase order is needed in this situation due to the account the money is taken out of.
2. Make an appointment with Purchasing Coordinator as to the time/date money can be picked up.
3. Individual requesting petty cash will come to the Central Administration Purchasing Office at the designated pickup time.



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4. Petty Cash will be counted out to requesting individual by Purchasing Coordinator or Purchasing office representative.
5. Requesting individual will sign Petty Cash Disbursement Log verifying correct amount received.
6. Please inform the Purchasing Coordinator via email with attached copy of deposit receipt when the money has been re-deposited for the school year.

Petty Cash for Concession Stand:

1. A purchase request must be entered into Skyward with a detailed explanation of what event the concession stand will run for.
2. The purchase requisition will go through an approval process and once approved, the Purchasing Office will need to be contacted via email by individual requesting petty cash to set up an appointment time for pick up. No cash will be distributed without an appointment unless the situation is deemed an emergency.
3. Individual requesting petty cash will come to the Central Administration Purchasing Office with approved purchase order in hand at the designated pickup time.
4. Petty Cash will be counted out to requesting individual by Purchasing Coordinator or Purchasing office representative.
5. Requesting individual will sign Petty Cash Disbursement Log verifying correct amount received.
6. Once the event is done, all money must be returned to campus/department secretary for deposit.
7. Campus/department secretary must send proof of deposit via email to Purchasing Coordinator.
8. Failure to prove re-deposit of money may result in individual responsibility.

Campus/Department Secretary:

1. Please deposit all leftover funds into the coinciding account on the purchase order. Double check all numbers on the signature form and make sure all is complete. If the form is not complete, please notify the responsible party of the need for completion. Do not fill in this information yourself.
2. Please make a copy of the deposit slip and scan the deposit slip and signature list as a backup on the coinciding purchase order in Skyward. Once scanned, please notate on the form that the items have been scanned and attached in Skyward, then forward both forms to the Purchasing office.