

**POWAY UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE**

**Originator:** Chief Financial Officer

**Issue No:** 21

**Date:** 5/31/07

**Page:** 1 of 2

**Reference:** EC 42800 *et seq*

**ARTICLE: 6.0 BUSINESS SUPPORT SERVICES**

**6.10 FINANCE**

**6.13 REVOLVING CASH FUND**

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**SECTION 6.13.1 Revolving Cash Fund**

The purpose of the Revolving Cash Fund is to expedite small purchases, emergency payments, and to reduce purchasing costs. This account may be used to purchase instructional materials, classroom and office supplies, governmental publications, periodicals, etc., which are not available from the District warehouse.

This account shall be established at a local bank, with the Director of Accounting as custodian, and such funds shall be included in the funds protected by the fidelity bond.

Petty Cash (checking) accounts from the Revolving Cash Fund may be established with the following amounts:

High Schools (each)	\$ 3,000.00
Middle Schools (each)	\$ 2,000.00
Personnel Support Services	\$1,500.00
Career, Technical, and Adult Education	\$ 6,000.00
Facilities	\$ 1,000.00
Elementary Schools (each)	\$ 1,200.00
Abraxas Continuation High School	\$ 1,200.00
Accounting	\$46,200.00

Accounting procedures require that:

1. A Petty Cash Account shall be established at a local bank or federal credit union by the appropriate principal or department manager. All transactions shall be paid by check drawn on the account. **Two signatures** shall be required for each check written.
2. There shall be prior approval of the principal or responsible supervisor for any purchase reimbursed by the petty cash account.
3. Petty Cash Account funds may be used to reimburse employees for purchases upon submission of a signed reimbursement request form B-7 and an original itemized receipt. No reimbursements shall be made without an itemized receipt. Purchases without receipts shall become the responsibility of the purchaser.
4. Purchases should not exceed \$150.00 plus applicable taxes, unless specifically approved by the Chief Financial Officer or Director of Accounting.
5. The responsible manager of the Petty Cash Account shall submit (in duplicate) a request for reimbursement of the Petty Cash Account on a Summary of Petty Cash Expenditures, Form B-102, at least once each month to the Director of Accounting. All completed B-7 request forms will be attached to the B-102 form for processing and review.

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6. All Petty Cash Accounts shall be returned to the Director of Accounting by June 15 of each year and the accounts may be re-established no sooner than July 15 of each year.
7. Petty cash amounts shall not be commingled with ASB funds, Faculty funds, or any other funds.
8. Only reimbursement checks from the District office may be deposited in these petty cash bank accounts.
9. Petty cash checkbooks shall be kept in a secure place at each site.