

REVOLVING FUNDS - SCHOOL SITES AND DEPARTMENT

The purpose of the Revolving Cash Fund is to expedite small purchases and emergency purchases. This account may also be used to purchase instructional materials, classroom and office supplies, periodicals, etc., which are not readily available from the district warehouse.

This account shall be established at a local bank, and such funds shall be included in the funds protected by the fidelity bond.

The school/department Revolving Cash Fund (RCF) may be established with the following amounts:

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

Accounting procedures require that:

1. The Revolving Cash Fund Account shall be established at a local bank or federal credit union by the appropriate principal or department manager. The account will be under the name of Poway Unified School District. All transactions shall be paid by check drawn on the account. Two signatures shall be required for each check written. One signatory at the school site will be the principal or assistant principal and at the district level the Budget Administrator.
2. There shall be prior approval of the principal, or responsible supervisor, for any purchase to be reimbursed by the RCF account.
3. RCF account funds may be used to reimburse employees for purchase 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 unless specifically approved by the Director of Finance or the Assistant Director of Finance.
5. No RCF reimbursement will be processed for any restricted items purchased like hazardous material, gift cards, and others as noted in the Business Support Services (BSS) Guide.

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6. Online purchases should reference the school/department name and the shipping address needs to be a school or district address. The employee should be the account holder and the receipt should include proof of payment.
7. Do not combine district purchases with personal items. Request separate receipts at time of purchase.
8. The responsible manager of the RCF account shall submit (in duplicate) a request for reimbursement of the RCF account on a Summary of Petty Cash Expenditures, Form B-102, at least once each month to the Director of Finance. All completed B-7 request forms will be attached to the B-102 form for processing and review.
9. The district does not reimburse RCFs submitted from previous fiscal years.
10. RCF cash amounts shall not be comingled with ASB funds, Faculty funds, or any other funds.
11. Only reimbursement checks from the district office may be deposited in these RCF bank accounts.
12. RCF checkbooks shall be kept in a secure place at each site.