
Petty Cash Procedure (ACC-P001)
Milford Public School District

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Accounting Department processes petty cash for any department within the Milford Public School District.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Deputy Superintendent of Operations

3.0 APPROVAL AUTHORITY:

- 3.1 Business Office Manager

Authorized Signature on File

Signature

Date

4.0 DEFINITIONS:

- 4.1 None

5.0 PROCEDURE: -

- 5.1 The Business Office is in receipt of the Petty Cash Form (ACC-F001).
- 5.1.1 It is the responsibility of the requestor to assure the amount of cash they have on hand is logged onto the Petty Cash Form.
- 5.1.2 The excel Petty Cash Form automatically calculates the reimbursement request.
- 5.2 The reimbursement request must be supported by receipts and must be have appropriate expense account numbers.
- 5.2.1 The Petty Cash form will automatically calculate the request. If an error message occurs, the requestor is responsible to reconcile prior to forwarding to the Business Office.
- 5.3 The Business Office approves for payment, by initialing and dating the form.
- 5.4 The Business Office forwards the form to the Accounts Payable Office to be included in the weekly check processing.
- 5.5 The Petty Cash Fund for schools and department is replenished once the check is cut.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Petty Cash form (ACC-F001)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Accounts Payable Retention Schedule	Business Office	6 years	Discard as Desired	Locked Office

Petty Cash Procedure (ACC-P001)
Milford Public School District

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
10/04/2004	B	Change 2.0, Responsibility
10/19/2004	C	Add document to 6.0-Associated Documents

* * * E n d o f p r o c e d u r e * * *