A. How to do a Petty Cash Account Reimbursement:
   1. Create a purchase order for the reimbursement
      i. Each disbursement can be listed separately or you can group disbursements by GL Account Code.
   2. Forward to the following information, enclosed in the Blue Revolving Cash (Petty Cash) folder, to the Secretary to the Director of Business Services:
      i. Completed Revolving Cash (Petty Cash) Reimbursement Form
         1. Each disbursement can be listed separately or you can group disbursements by GL Account Code
         2. Make sure all fields are filled out: Vendor #, PO number, Date, the Pay To should have your Department Name after the Revolving Cash, and Grand Total
         3. Signed (approved) by Supervisor
      ii. Completed Revolving Cash (Petty Cash) Reconciliation form
         1. Total Currency: List your remaining currency by denomination
         2. Total Coin: List your remaining coin by denomination
         3. Total Outstanding: Items paid out but not included in the reimbursement request. (i.e. Petty Cash Advance that has not been reconciled)
         4. Total Paid Out: Items paid out and included in the reimbursement request
         5. Balance: Should equal your bank. (i.e., if you have a $500 bank the balance should equal $500)
            a. Balance = Total Currency + Total Coin + Total Outstanding + Total Paid Out
         6. Long/Short: If the Balance does not equal your bank indicate the difference on this line. Short money (missing money) is when your balance is less than your bank. Long money (have more money than you should) is when your balance is more than your bank.
         7. Date, Time, By: Put the date and time you completed the reconciliation form and sign it.
      iii. Documentation: For each disbursement the following documentation is needed:
         1. Revolving Cash (Petty Cash) Voucher (White Part Only)
            a. Make sure all parts are filled out including the Purchase Request #
2. The receipt(s) and documentation that goes with the voucher.

3. The Secretary to the Director of Business Services will:
   i. Review each Revolving Cash (Petty Cash) Voucher and the supporting documentation and then approve by signing the Business Services portion of the Approval box.
   ii. Double check that the Revolving Cash (Petty Cash Vouchers equal the total Paid Out as listed on the Revolving Cash (Petty Cash) Reconciliation Form.
   iii. Double check that the Grand Total listed on the Revolving Cash (Petty Cash) Account Reimbursement Form is correct and matches the Revolving Cash (Petty Cash) Reconciliation Form.
   iv. Double Check that the Revolving Cash (Petty Cash) Reconciliation Form calculations are correct.
   v. Approve by signing the Revolving Cash (Petty Cash) Reconciliation form Business Services Approval line.
   vi. Give to Accounting to process and pay
   vii. Send the blue Revolving Cash (Petty Cash) folder back to the school via interoffice mail.

B. In the event that a Revolving Cash (Petty Cash) Voucher is missing information or does not meet reimbursement guidelines the Voucher will be returned to the school or department and deducted from the reimbursement amount.
   1. If information is missing it can be corrected and resubmitted on the next Petty Cash Account Reimbursement request.
   2. If the disbursement was made in error the school/department will need to get the money back from the Cash Received By person. If the expense is reimbursable under another method the reimbursement request can then be submitted under that method.

C. Accounting will issue the reimbursement check paid to the names on the Petty Cash Account. The check is sent to the school/department via interoffice mail.

D. Per District policy, Revolving Cash accounts are subject to periodic auditing by Business Services personnel. No notice is given. Documentation should be organized and readily available.

E. Closing out the Petty Cash account at the end of the school year: Petty Cash accounts that will not be used during the summer need to be closed out for the summer. Do not create a purchase order. The process for closing out the Petty Cash account is different than the process for reimbursement.
   1. Process for closing Petty Cash Account for summer:
      i. Fill out a Revolving Cash (Petty Cash) Reconciliation Form the same way as explained above for account reimbursements.
      ii. Deposit your remaining cash into the bank. Landmark Bank Central Account.
      iii. Fill out a Journal Entry Form.
         1. On the Accounts to be debited side list all the paid out disbursements: Key, Object, and Amount. This can be done by each individual disbursement or by grouping matching GL Account Codes (Key and Object) together.
2. On the Account to be credited side list the Key for your Petty Cash account and the Object Code of 1125

3. Short Explanation: Close out Petty Cash for Name of your school

4. Long Explanation: This is where you list the deposit information for depositing your remaining cash at the bank. Write the Date, Deposit Number, and the Amount you deposited.

2. Forward the following information to the Secretary of Business Services:
   i. Completed and approved Journal Entry form
   ii. Revolving Cash (Petty Cash) Reconciliation form
   iii. Revolving Cash (Petty Cash) Voucher forms included in the Paid Out section of the Revolving Cash (Petty Cash) reconciliation form. When closing out Petty Cash there should be no Outstanding Vouchers.

F. To open a Petty Cash Account at the beginning of the school year create a purchase request for the full amount of the bank.