

Sacramento City Unified School District  
Accounting Services Department

REQUEST FOR PETTY CASH CHECKING ACCOUNT FORM (ACC-F001)  
FOR FISCAL YEAR

Each purchase must be supported by a receipt in order to receive reimbursement. The receipt should then be attached to a PETTY CASH VOUCHER FORM (CC-F002). The individual who received cash from the principal or site manager is required to sign the voucher. The Petty Cash Fund should be reissued when approximately 50% of the fund has been used or sooner if desired. To receive reimbursement, complete an on-line petty cash reimbursement requisition and place a snapshot copy of the requisition and all receipts and vouchers in a designated petty cash envelope. Incomplete requests will be returned to the principal or site manager for correction. Petty cash reimbursement requests will be reimbursed by Accounts Payable within ten (10) working days of receipt of a complete and appropriate requisition package. If the principal or site manager's assignment is changed, the Petty Cash Fund must be transferred or closed. This can be accomplished by one of the following methods.

If the successor is a current district employee and is willing to assume the checking account as is, contact Accounting Services at 643-7885, press Option 2 for General Accounting to request a new signature cards. However, before assuming the account, the successor should reconcile the account to the imprest amount. If there is no successor or the successor is not known, the checking account must be closed. This is done by returning unspent cash along with receipts or vouchers to cover purchases not yet reimbursed. The total of these two must reconcile to the amount originally issued to the principal/site manager.

The bank selection for the checking account establishment is approved by the Accounting Services Director. Most of the petty cash accounts are with Bank of America. Indicate the name of the bank below if other than Bank of America. The bank account title should read "Sacramento City Unified School District - Site/Department Name".

Two signatures are required on all checks for reimbursement. It is recommended that you have at least three authorized signers on the account and no more than five. It is recommended that checks be pre-printed with words "2 signatures required". You also have the option of having checks pre-printed with the words "do not exceed \$250"

The Petty Cash Fund must be reconciled monthly; and for auditing purposes, a signed copy must be submitted to General Accounting, Box 802A, by the end of the month. The June 30 reconciliation must include transactions through June 30 and must be submitted by August 15.

I have read the Petty Cash Manual (ACC-W043) and fully understand the terms and conditions. I request a Petty Cash Fund under the foregoing conditions and I accept personal responsibility for it. I hereby authorize payroll deduction for any amount not properly returned or accounted for.

Signature, Principal/Site Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Bank name: \_\_\_\_\_

\_\_\_\_\_ INTERNAL USE ONLY \_\_\_\_\_

Approved: Requisition Number \_\_\_\_\_ Date \_\_\_\_\_