

## Petty Cash Instructions

### One Time Purchases

*Intended for one time event related expenses (meals, gas, etc.) or items to be purchased with an estimated amount.*

**Step 1:** A **Petty Cash Request Form** is completed and submitted to requestor's Building Secretary.

Select "**One Time**" on the request

**Step 2:** The Building Secretary will enter the **Petty Cash Request Form** as a Requisition in K12

- Requisition will be entered under one Petty Cash account string for the amount to be received
  - 10.0103.000.000.00.00.000 for General Fund
  - 81.0103.000.000.00.00.000 for SHS Activity Accounts
  - 82.0103.000.000.00.00.000 for WAMS Activity Accounts
- The **Petty Cash Request Form** should also include the account string or budget name for where the expenses will be charged. This will not be entered in K12 but is needed by the DAO for processing. This will not be a 10.0103.... string. This will be an actual budget string

**Step 3:** The Requisition is submitted and approved in K12. Once approved, a Purchase Order is generated by the DAO Administrative Assistant, and a copy of the Purchase Order is automatically emailed to the Building Secretary.

**Step 4:** The Building Secretary will "Receive" the Purchase Order in K12 for the full amount

**Step 5:** The DAO Administrative Assistant processes the receipted Purchase Order to generate the Petty Cash check

**Step 6:** The Petty Cash check is delivered to the 'Payable To' employee as indicated on the **Petty Cash Request Form**

**Step 7:** Check is cashed by the 'Payable To' employee and used to make approved purchases. Employee is required to obtain detailed receipts for all purchases to be attached to the **Petty Cash Report**

- NOTE: "Detailed receipt" means ALL charges are listed, not just the final total. For example, for a restaurant, the receipt that individually lists all ordered items including tip and final total needs to be submitted. Do NOT use the final receipt that only lists tip and final total

**Step 8:** The employee completes a **Petty Cash Report**, attaches all receipts and any unspent cash, and submits to the Building Secretary no later than 1 week after the completion of the event

**Step 9:** The Building Secretary scans and saves an electronic copy of the report and receipts for their records. Original report, receipts and any remaining cash are sent to the DAO

Petty Cash Vendors

<b>Vendor</b>	<b>Petty Cash Type</b>	<b>Vendor #</b>	<b>Managed By</b>
Petty Cash AO	SO	0316	Debbie Nuhfer
Petty Cash WAMS	SO	0319	Karleen Johnston
Petty Cash SHS	SO	0320	Debby Peck
Petty Cash SPECED- Additional Funds	OT	2586	Special Education Supervisor
Petty Cash WAMS- Additional Funds	OT	2587	Karleen Johnston
Petty Cash WAEC- Additional Funds	OT	7810	Shanna Robinson
Petty Cash SHS- Additional Funds	OT	2588	Debby Peck
Petty Cash Maintenance Department	SO	3427	Eric Schultz
Petty Cash HS Family & Consumer Science	BR	3550	Stacy Cassano
Petty Cash MS Family & Consumer Science	BR	3551	Melissa Vallimont
Petty Cash Bobcat Café	BR	4458	Stacy Cassano
Petty Cash WAEC Special Education	BR	6763	Special Education Supervisor
Petty Cash SHS Special Education	BR	6937	Special Education Supervisor /Raymond Trejchel
Petty Cash WAEC FUTP 60	OT	7189	Bethany Pinzok
Petty Cash Athletics	OT	AF2591	Steve Carter/Trina Zielinski
Petty Cash Cafeteria	SO	CF06836	
Petty Cash SHS Student Activity Accounts (Activity Account Vendor)	OT	HS7399	Advisor & Activity Treasurer
Petty Cash Middle School Activities (Activity Account Vendor)	OT	MS7549	Advisor & Activity Treasurer

SO = School Office

OT = One Time

BR = Blanket/Recurring