

Petty Cash Instructions

Blanket/Recurring Accounts

Intended for classes/programs with recurring expenses that need Petty Cash replenished on a routine basis (example: Special Education, Family & Consumer Science Classes). These Petty Cash accounts are closed out at the end of the school year.

Step 1: A **Petty Cash Request Form** is filled out and submitted to requestor’s Building Secretary.

Select “**Blanket/Recurring**” on the request

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

- Requisition is entered with TWO account string lines:
 - Line 1: Amount for initial check is entered using the Petty Cash account string: 10.0103.000.000.00.00.000
 - Line 2: Total estimated expense amount is entered with the account string where funds are to be expensed
 - **Quantity** is the total estimated amount
 - **Direct Unit Cost** is “1”

**See example below:

- Startup Petty Cash is distributed first at \$175.00 and can be replenished multiple times throughout the year by submitting Petty Cash Reports.
- The maximum total Petty Cash that can be reimbursed throughout the year is \$1,575.00, at \$175.00 maximum increments

Type	Fund No.	No.	Object Code	Funding Source Code	Grade Level Code	Building Code	Subject Matter Code	Status	V. Description L...	Quantity	Qty. to Receive	Quantity Receiv...
G/L Account	10	0103	000	000	00	00	000	Invoiced	Start-up Petty Cash WAEC	175		175
G/L Account	10	1211	610	000	10	20	000	Partial Received	WAEC Special Ed. Petty Cash Blanket	1,575		106.35

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” in K12 the full amount of Line 1 for the start-up cash

Step 5: The DAO Administrative Assistant processes the receipted Purchase Order and generates 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 submits to the Building Secretary no later than 1 week after the purchase date

Step 9: Building Secretaries will:

- Scan and Save copy of report and receipts.
- “Receive” the total of the receipts in K12 on Line 2 of the Purchase Order and attach the scanned copies before submitting
- Send original paperwork to the DAO for processing

Step 10: The DAO Administrative Assistant processes the receipted Purchase Order and generates a replenishment check to bring the Petty Cash reserves back up to the initial balance and is distributed to the 'Payable To' employee

Step 11: At the end of the year, all Blanket/Recurring Petty Cash Accounts must submit a final **Petty Cash Report** with all remaining receipts and any leftover cash to the Building Secretary

Step 12: 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

Vendor	Petty Cash Type	Vendor #	Managed By
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