

Wattsburg Area School District

**Petty Cash Instructions**

**School Offices**

*Intended for postage and small incidentals for the office. It is NOT closed at the end of the school year and is kept open for replenishment as needed.*

**Step 1:** A **Petty Cash Request Form** is filled out and submitted to requestor’s Building Secretary. Select **“School Office”** on the request

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

- Requisition will be entered by the Building Secretaries at the start of the year
- Use full budget amount with the account strings where funds are expended (NOT the Petty Cash string of 10.0103...).
- If there are multiple accounts to be charged by the School Office Petty Cash, then enter all applicable lines. Example:

Type	Fund No.	No.	Object Code	Funding Source Code	Grade Level Code	Building Code	Subject Matter Code	Status	Vendor Item No.	Description
G/L Account	10	2360	610	000	00	01	000	Partial Rec...		2021-2022 Petty Cash- Superint. Supplies
G/L Account	10	2590	610	000	00	01	000	Partial Rec...		2021-2022 Petty Cash- Business Ofc Supplies
G/L Account	10	2360	530	000	00	01	000	Partial Rec...		2021-2022 Petty Cash- Superint. Postage
G/L Account	10	2590	530	000	00	01	000	Partial Rec...		2021-2022 Petty Cash- Business Ofc Postage

**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:** School Office Petty Cash Accounts are only receipted when new purchases are made. Once a purchase is made, the Building Secretary will:

- Complete a **Petty Cash Report** and attached copies of all receipts
- Scan and Save copy of report and receipts.
- “Receive” the total of the receipts in K12 and attach the scanned copies before submitting
- Send original paperwork to the DAO for processing

**Step 5:** A check is generated for the receipted amount by the DAO Administrative Assistant and delivered to the School Office. The ‘Payable To’ employee will cash the check to replenish the School Office Petty Cash Bank

**Step 6:** Before June 30th, all purchases need to be receipted and reimbursed to the School Office, so the School Office Petty Cash Purchase Order can be closed.

- Keep cash on hand to be used for the next school year
- Start at Step 1 to create a new PO for the new school year.

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