

# ADMINISTRATIVE REGULATION 6322

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS AND FISCAL AFFAIRS

## PETTY CASH FUND

The District allows petty cash funds to be used for small, urgent purchases under \$150, with appropriate approvals.

### A. DEFINITIONS

1. Petty Cash Administrator: Positions responsible for designating the Petty Cash Custodian include the Executive Director of Fiscal Services, the Assistant Director of Fiscal Services, and the Vice President for College Administrative Services. Established cash handling operations include segregation of duties or accountability and thorough management supervision and review.
2. Petty Cash Custodian: The employee who has been authorized to make payments from a petty cash fund and who is directly responsible for the administration of the fund. This individual is designated by the Petty Cash Administrator and has exclusive access and control of the fund.

### B. ESTABLISHING A PETTY CASH FUND

Petty cash funds will be established in the name of the custodian. An approved SOCCCD Petty Cash Fund Request form FS#403 shall be received in District Accounting to establish a petty cash fund. Funds shall be kept in a secure location with access only by the custodian. The total fund amount requested should be based on the needs of the department with a maximum amount of \$2,500.

### C. PETTY CASH FUND PURCHASES

1. Advance: Cash may be advanced to an employee for no more than \$150 with an approved SOCCCD Petty Cash Fund Advance Request form FS#404. Original receipts and remaining cash shall be turned in to the Petty Cash Custodian within two (2) business days of the purchase.
2. Reimbursement: Original receipts up to \$150 may be submitted for reimbursement from the petty cash fund by attaching them to an approved SOCCCD Petty Cash Fund Reimbursement form FS#404. Original receipts must include the store name, purchase date, itemization of items purchased, and proof of payment. Receipts must be less than 30 days old and for allowable purchases. Any exceptions must be approved by the Vice Chancellor of Business Services or designee.

Allowable purchases:

- Supplies – Instructional or office supplies
- Maintenance – supplies to maintain facilities or equipment
- Vehicle repair supplies

**D. REPLENISHING A PETTY CASH FUND**

Petty cash funds shall be reconciled on a weekly basis by the Petty Cash Custodian. Requests for replenishment should occur when reasonable, but at least monthly. The Petty Cash Custodian is responsible for completing the SOCCCD Petty Cash Fund Replenish Request form FS#405. This documentation and original receipts shall be sent to the District accounting office who shall issue a check to reimburse the custodian. The fund is also subject to unannounced cash counts/audits by the Internal Auditor.

All funds must be replenished at the Fiscal Year End so there are no outstanding receipts as of June 30.

**E. CHANGING THE CUSTODIAN**

The Petty Cash Administrator is responsible for reporting any changes in petty cash custodians to the District Accounting Office using the Petty Cash Fund Change of Custodian form FS#406.

1. When a new custodian takes charge of a petty cash fund, the former custodian replenishes the fund, if necessary, so that the cash balance of the fund is the authorized amount.
2. The Administrator sends the completed form to District Accounting indicating:
  - Removal of the former custodian from the fund,
  - The new fund custodian's name, and
  - Signature of the new custodian
3. This form must be on file prior to any petty cash replenishments to the new custodian.

**F. INCREASING/DECREASING/CLOSING A PETTY CASH FUND**

1. Increasing a petty cash fund: When additional petty cash funds are needed, the designated Administrator sends written notice to the Executive Director of Fiscal Services justifying the increase. The Administrator submits an ad hoc payment request payable to the fund custodian in the amount of the requested increase.
2. Decreasing a petty cash fund: A petty cash fund should be reduced if the amount of the fund exceeds the actual needs of the college. The amount that is no longer needed should be returned to the District Accounting Office to be deposited into the revolving account.
3. Closing a petty cash fund: When a petty cash fund is no longer needed, the custodian should replenish the fund to the authorized amount for proper accounting. This amount must then be returned to the District Accounting Office and deposited into the revolving account.

G. OVERAGES AND SHORTAGES

Both overages and shortages will be reconciled with the next replenishment from an account designated by the college.

Significant variances shall be immediately reported to the Executive Director of Fiscal Services and an unusual occurrence report shall be completed by college police.