

**CLASSIFICATION: Business and Noninstructional
Operations**

ADOPTED: 9/13/95

REVISED:

SUBJECT: Petty Cash Reimbursement

PAGE: 1 of 2

Small purchases processed by purchase orders can be costly and inefficient; therefore, an employee of the County Superintendent of Schools may receive reimbursement of legal expenditures from Petty Cash Funds provided the total expenditures do not exceed twenty-five dollars (\$25) for a single day's purchase. Examples of some items considered as petty cash expenditures are operating supplies/materials, parking fees, postage, film, and food. Petty cash shall not be used for membership dues, registration fees, mileage, or travel claims. Petty cash funds are subject to audit at any time.

For amounts over twenty-five dollars (\$25), a *Miscellaneous Expense Claim*, Form No. 139, shall be used. See Exceptions on page 2 of this procedure, Procedures for Reimbursement for Expenditures Over Twenty-five dollars (\$25).

**PROCEDURES FOR REIMBURSEMENT FOR EXPENDITURES
UNDER TWENTY-FIVE DOLLARS (\$25)**

1. The custodian of Petty Cash Funds is in the Internal Business Services Section, San Diego County Office of Education.
2. Requests for reimbursement from Petty Cash Funds should be processed between the hours of 2:00 p.m. and 3:00 p.m. daily for employees located at the County Office of Education.

Employees from off-site areas may receive reimbursement any time between 8:00 a.m. and 5:00 p.m. daily. A telephone call is recommended prior to request to make sure that sufficient funds are available.

3. Form No. 172, *Petty Cash Reimbursement*, must be completed and signed by the authorized program manager. A cash register tape, sales slip, or other satisfactory evidence of the expenditure shall be attached to Form No. 172, *Petty Cash Reimbursement*.

**CLASSIFICATION: Business and Noninstructional
Operations**

ADOPTED: 9/13/95

REVISED:

SUBJECT: Petty Cash Reimbursement

PAGE: 2 of 2

4. Reimbursement for meeting refreshments (authorized by Administration Regulation No. 3550) shall be submitted on *Petty Cash Reimbursement*, Form No. 172 and signed by the division assistant superintendent. A cash register tape, sales slip, or other satisfactory evidence of the expenditure shall be attached to the *Petty Cash Reimbursement*, Form No. 172.

PROCEDURES FOR REIMBURSEMENT FOR EXPENDITURES OVER
TWENTY-FIVE DOLLARS (\$25)

Miscellaneous Expense Claim, Form No. 139 must be completed and sent to Internal Business Services Section/Accounts Payable. This form may be sent via truck mail. Each request for reimbursement will be supported by a cash register tape, a sales slip, or other satisfactory evidence of the expenditure.

Exceptions:

1. *Miscellaneous Expense Claim, Form No. 139*, must be completed when the total miscellaneous petty cash expense is for several employees in a section. One reimbursement check will be issued to a single designee. The designated payee shall cash the check and distribute individual reimbursement amounts among the affected employees.
2. *Miscellaneous Expense Claim, Form No. 139*, must be completed when an accumulation of various receipts of petty cash expenditures total more than twenty-five dollars (\$25) for a single employee whose work assignment does not require frequent attendance at the San Diego County Office of Education.