



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

AP 6300.4 Associated Students Petty Cash Fund

Office(s) of Primary Responsibility:

Dean of Student Affairs

A. Purpose/Scope

The purpose of this procedure is to implement certain provisions of Board Policy 6300 Fiscal Management. The district is committed to ensuring the proper use of its assets and resources and reducing the risk of loss or misuse of funds. The purpose of this procedure is to assure that the district's fiscal management is in accordance with the principles contained in Title 5, Section 58311, including:

- Adequate internal controls exist;
- Fiscal objectives, procedures, and constraints are communicated to the Board, management and staff; and
- Responsibility and accountability for fiscal management are clearly delineated.

This procedure outlines the proper use of a Student Body Petty Cash Fund including the establishment, authorization, payment, reimbursement and reconciliation of the fund.

B. Establishment of Fund

Student Body Petty Cash Funds may be authorized by Board action and resolution. Individual funds are not to exceed \$200.00. All funds are to be secured in a district-owned safe.

C. Authorization

Individuals expecting reimbursement from the Student Body Petty Cash Fund must first secure authorization from the fund custodian. Unauthorized expenditures will not be reimbursed.

D. Payment from Fund

Expenditures from the Student Body Petty Cash Fund are for incidental supplies that are not typically available through the standard stock ordering process. Individual items must not exceed \$200.00. Equipment, payroll and travel may not be reimbursed via the petty cash fund. Original itemized receipts are required. Credit card receipts are not acceptable as itemized receipts. The fund custodian will stamp the receipt PAID and attach it to a sequential petty cash disbursement form and indicate the following:

- a. Individual receiving reimbursement including signature;
- b. Date of transaction;
- c. Amount of transaction;
- d. Purpose of expense and items on receipt;
- e. Fund charge back account; and
- f. Authorizing/issued by signature.

E. Fund Reimbursement

At the point the petty cash is depleted by 80%, but not less than once a month, the fund custodian will replenish the fund. The fund custodian shall reimburse the fund by:

- a. Posting all expenditures by sequential number on a petty cash envelope;
- b. Enclosing original petty cash slips and supporting invoice(s) inside envelope;
- c. Securing authorized fund signature;
- d. Completing a reimbursement voucher with fund reimbursement account(s) and authorizing signature; and
- e. Send the request for reimbursement and voucher to District Accounts Payable.

The fund custodian will retain a duplicate copy of the petty cash slips with the remaining fund and a copy of the voucher. Upon receipt of reimbursement the fund custodian will mark the voucher closed and attach a copy of the check.

F. Fund Reconciliation

The fund custodian will reconcile the petty cash fund at the close of each month. The reconciliation will include cash on hand, outstanding petty cash slips/vouchers and total fund accountability. The petty cash reconciliation is due to Internal Audit by the tenth of each month.

Reference: BP 6300

Approved by Chancellor:

Date

Constance M. Carroll, Ph.D.

Reviewed by Cabinet on 9-22-09 and approved by concurrence.