

At the end of the school year or if the fund balance gets low during the year, send the Petty Cash fund Reimbursement Log to Accounts Payable for processing. This allows for expenditures made in the school year to be tracked to the appropriate budget for that fiscal year. The process is diagramed below. Also, if you are uncomfortable leaving the funds in the school vault over the summer, send the money to the District Office Building for safekeeping.

PROCESS TO REPLENISH PETTY CASH

