

## PURCHASING – PETTY CASH PROCEDURE

Cooking is part of the Life Skills curriculum and requires teachers to make many small purchases throughout the year. The optional Petty Cash fund allows teachers to make cooking related and inexpensive supply purchases without spending their own money, and without requesting a preapproval prior to each individual purchase.

*Pre-approval for a the \$50 petty cash fund is required, and is funded by the classroom supply budget.*

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1. Request Funds:
  - Use Requisition Form or e-mail Program Supervisor.
  - A \$50 check is sent to the teacher's home address.
2. Fund replacement: When \$25.00 or more has been used from the fund, receipts may be submitted for fund replacement.
  - Teacher completes a Reimbursement Form (attach all receipts) and to Program Supervisor.
  - Checks are sent to teacher's home address.
3. Reconciliation: It is necessary to reconcile the "draw" check near the end of the school year.
  - Teacher completes a Reimbursement form, notates "CLOSE OUT-Cooking Funds". Attaching any combination of receipts, check, or cash, to equal the initial \$50) then forwards to Program Supervisor.
  - A \$50 replacement check will NOT be issued, the draw check is reconciled.
  - Please reconcile by April 30. Reconciliation is required for year-end check out when a draw check has been taken.
4. Purchasing after reconciliation:
  - The teacher may still purchase supplies for their classroom after the petty cash fund has been closed out with the program supervisor's approval.
  - Upon approval, the teacher makes the purchase, completes a reimbursement form (attaching all receipts and pre-approvals) then forwards the form to SPED program assistant for processing.