

Petty Cash Reimbursement Request

Please complete the first section BEFORE you incur an expense. Once approved, make your purchase and submit this form, along with your receipt, for reimbursement. Maximum amount for reimbursement is \$40.00; anything over \$40.00 you forfeit the difference. You will NOT be reimbursed for TAX. Our Federal Tax ID number is 34-1150069. You will NOT be reimbursed for any receipt that was submitted using your personal credit/debit card. Please use cash or check to avoid earning personal "points" from business transactions. In addition, do NOT use shopper loyalty cards (i.e. Giant Eagle).

Section 1

Name: _____

Description of Expense: _____

Account number to be charged:

Fund _____

Function _____

Object _____

SPCC _____

Estimated Amount \$ _____

Supervisor's Signature*: _____

* In the absence of your Supervisor, please have the Director of Personnel sign.

Section 2

By signing below you are acknowledging that you received the cash for this petty cash reimbursement and have no other receipts to submit for this expense.

Date ____/____/____ Amount of Reimbursement \$ _____

Not to exceed \$40.00

Employee's Signature: _____

Petty Cash Policy and Procedures

The Board of the Lake County Educational Service Center established a petty cash fund. The fund was created for \$250.00 to be used for emergencies and/or small day-to-day expenses incurred by the staff.

All requests for reimbursements will be in writing using the "Petty Cash Reimbursement Request". The request will be approved by their supervisor prior to the expenditure. In the absence of their supervisor, the Director of Personnel will approve the request.

The maximum amount for any single expenditure is \$40.00. If an expenditure should exceed \$40.00, the employee forfeits the difference. Tax will NOT be reimbursed. Purchases made on personal credit/debit cards will NOT be reimbursed. Purchases made with shopper loyalty cards will NOT be reimbursed. No employee can personally gain by earning "points" from business transactions.

The custodian of the petty cash fund will be in charge of disbursing the funds to the staff as expenditures occur. The custodian will have the employee sign their request, acknowledging that they did receive the money for their expenditure. When the petty cash fund has declined to near 25% or approximately \$62.50, the custodian will request to replenish the fund. The custodian will summarize all the expenditures with the corresponding accounts and submit the request to the Treasurer's office by completing the "Request to Replenish the Petty Cash Fund".

Once the request has been submitted, the Treasurer's office will issue an accounts payable check to the custodian to bring the petty cash fund back to \$250.00.

At the end of each school year, the custodian MUST return their petty cash box to the Treasurer's office BEFORE leaving for the summer.