
PETTY CASH – CLOSE CHECKING ACCOUNT AND CAL CARD
ACCOUNT (ACC-W021)
Sacramento City Unified School District

1.1 How to close a petty cash checking and CAL Card account

2.0 RESPONSIBILITY:

2.1 Fiscal Services Technician II

3.0 APPROVAL AUTHORITY:

Approved signature on file

3.1 Accounting Services Supervisor

4.0 DEFINITIONS:

4.1 SCUSD – Sacramento City Unified School District.

4.2 Petty cash account – a checking account, usually with Bank of America, that allows sites to purchase certain items without going through the Purchasing department of SCUSD

4.3 Petty cash reconciliation - a group of three documents that confirms the accountability of funds advanced to sites. The three documents consist of a petty cash reconciliation form, a bank statement, and a copy of the check register.

4.4 CAL Card – District VISA issued in employee's name

4.5 Imprest amount – the amount advanced to a Principal or Site Manager to set up a petty cash bank account

5.0 WORK INSTRUCTION:

5.1 For checking accounts, receive the following documents from a Principal or Site Manager:

5.1.1 Written request to close their petty cash account.

5.1.2 Current petty cash reconciliation where the reconciled bank and checkbook balances equal the imprest amount and there are no outstanding issues.

5.1.3 A petty cash check payable to SCUSD for the imprest amount. To expedite the closure of an account, both a petty ca

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<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Petty cash closure documents	File cabinet in Accounting Services office	4 years	Discard as desired	Secured area

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/30/04	A	Initial Release
3/12/07	B	Corrected reference in Associated Documents and CAL Card references
3/31/08	C	Added definition 4.5, updated work instructions 5.1 and 5.2

***** End of work instruction *****