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- 1.1 How to process a request (Y-requisition) to reimburse a petty cash account and pay a CAL Card Account

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

## **2.0 RESPONSIBILITY:**

- 2.1 Fiscal Services Technician I

## **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, currently at Bank of America, that allows sites to purchase certain items without going through the Purchasing department of SCUSD
- 4.3 Petty Cash Checking Account Voucher Form (ACC-F002) – a form completed prior to the disbursement of a petty cash check. The recipient of the check signs this form as proof of receipt.
- 4.4 CAL Card – District VISA issued in employee's name
- 4.5 Monthly CAL-Card/Petty Cash Transaction Log (ACC-F007) – a form completed by the CAL Card holder listing all CAL Card monthly purchases
- 4.6 ESCAPE – the financial software of SCUSD
- 4.7 Y-requisition – a requisition created in the Accounts Payable module of ESCAPE used to replenish the petty cash checking account and pay U.S. Bank CAL Card Account

## **5.0 WORK INSTRUCTION:**

- 5.1 Receive petty cash documentation that supports the Y-requisition created by a site as follows:

### 5.1.2 Petty Cash Checking Account documentation:

Petty Cash Voucher (ACC-F002) for each check written

Original receipts to support purchases

Agendas and sign-in sheets for food items purchased for meetings

### 5.1.3 Petty Cash CAL Card Account documentation:

Monthly CAL-Card/Petty Cash Transaction Log (ACC-F007)

Original receipts to support purchases

U.S. Bank CAL Card Monthly Statement

Agendas and sign-in sheets for food items purchased for meetings

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PETTY CASH - PROCESS Y-REQUISITION TO REPLENISH CHECKING  
ACCOUNTS & PAY CAL CARD ACCOUNTS (ACC-W035)