



## Petty Cash Agreement Form

[Print Form](#)

Accounting  
Mat-Su Borough School District  
501 N Gulkana  
Palmer, AK 99645  
P: (907) 746-9262 || F: (907) 761-4086

**Special Instructions:** Complete and submit this form to Accounting to show your agreement of MSBSD's Petty Cash guidelines and regulations.

Fiscal Year	<input type="text"/>	Site / Location Name	<input type="text"/>
Amount Requested	<input type="text"/>	Petty Cash Administrator	<input type="text"/>

How much petty cash was held at the site at the end of the prior fiscal year?

### PETTY CASH FUNDS: AR 3451

The purpose of a petty cash fund is to have cash available in the office of the Principal or other Administrative Office for express charges, postage due, and other unforeseen small expenses which cannot conveniently be charges and handled in the usual manner.

1. The amount of petty cash funds at any school site shall not exceed \$500.
2. The Principal or Administrative Official will be responsible for expenditures made from petty cash.
3. Each disbursement will be supported by a receipt, sales slip, or other evidence of expenditure and signed by the unit administrator and the person receiving the funds.
4. The documents and the petty cash balance sheet will be forwarded to Accounting where a check will be issues to replenish the fund. Petty cash balance sheets should be completed at least twice during the school year (December 1 and year-end).
5. The amount of deposit plus disbursement receipts must equal the amount in the petty cash fund.
6. Funds will be audited regularly by Accounting.
7. Funds are subject to audit by the District's auditor.
8. Money left overnight in schools must be kept in a safe or secured place.

### Additional Regulations:

- AR 3310: Purchase Orders shall be used to obtain goods/services whenever practicable.
- Petty cash may be used to purchase items costing \$75 or less. Such purchases must be approved by the unit administrator and signed by the employee making the purchase. Petty cash cannot be used for services, per-diem, or travel. Petty cash can only be used to purchase items.
- AR 3310: Original invoices and/or receipts must be submitted to Accounting after proper receiving has taken place.
- AR 3310: An employee who purchases an item without approval or outside the approved purchasing regulations may be held personally liable for that purchase.
- BP 3314: District personnel incurring obligations on behalf of the District, contrary to Board Policy and Administrative Regulations, may be personally liable for any loss or damage to the District.

I have read, understand, and agree to follow petty cash procedures.

\_\_\_\_\_  
Petty Cash Administrator Signature      Date

\_\_\_\_\_  
Supervisor Signature      Date