

6004. ADMINISTRATIVE REGULATIONS ON REVOLVING CASH FUND

6004.1 Responsibility and Authority

The Revolving Cash Fund is entrusted to the Director, Fiscal Services, who is responsible for the fund.

6004.2 Revolving Cash Fund Expenses

A. The purposes of this portion of the fund are:

1. To respond to unforeseen emergency situations affecting the safe operation or successful completion of a District activity.
2. To make cash purchases of no more than \$399 per day. These expenditures should be made only when it is not practical or cost-efficient to purchase through our Purchasing Office.

B. The procedures for using this fund are:

1. Obtain a Revolving Cash Fund Voucher (vouchers are available from Fiscal Services). Complete as follows:
 - a. Date.
 - b. Total cost of purchase (not to exceed \$399, including all taxes, etc.).
 - c. Account number. Requester must determine that money has been budgeted and that funds are available. (Requests which do not have available account balances will not be honored. Reimbursement will not be made for expended money if budgeted funds are not available.)
 - d. Quantity, unit description, unit price, and amount of items purchased.
 - e. Signature and title of purchaser.
 - f. Printed name of individual to whom reimbursement is to be made.
 - g. The second signature of approval shall be the budget administrator or appropriate administrator.

2. Sign the itemized receipt or invoice showing the payment has been made. You are certifying that the goods listed have, in fact, been received in usable condition. The receipt or invoice must be the original.
 3. Submit the signed receipt or invoice with the completed Revolving Cash Fund Voucher to Fiscal Services for payment. Request for a revolving cash reimbursement must be made within two months of purchase.
 4. Fiscal Services will issue payment to the purchaser by check.
 5. Request for reimbursement for items must be submitted before the end of the fiscal year. Therefore, all receipts for a given fiscal year must be received in Fiscal Services prior to June 30th of each fiscal year.
 6. Any employee requesting reimbursement for purchases exceeding \$399 is responsible for completing form “Request for Exception to \$399.99 Revolving Cash Limit” and attaching it to the Revolving Cash documents forwarded to Fiscal Services.
 7. All reimbursement request for refreshments or meals, must include the In-Service form. See policy or regulation 6002.
 8. Gratuities, (a reasonable, customary tip or mandatory fee, up to 20%) for refreshments or meals for an In-service training workshop or event can be claimed, not to exceed federal regulations, as long as the gratuity is part of the itemized receipt. (Gratuities are included in the IRS meal per diem rate. Per diem reimbursement must be claimed on the travel claim form if part of a conference.)
- C. Any debts incurred through misuse of this fund are debts of the purchaser. Misuses are:
1. Non-compliance with the \$399 limitation. This includes:
 - a. The purchase of identical or different items from the same or different vendor totaling more than \$399 on the same day.
 - b. Other attempts to circumvent the intent of this procedure.
 2. No funds available in specific accounts.
 3. Lost receipts or invoices.

4. Incomplete Revolving Cash Fund Vouchers.
 5. Purchases of food or drink for personal consumption (except for special purpose training, workshops, or events as provided by Board policy), office decoration items, or any other item that could be considered for personal rather than for District use or benefit.
- D. Any petty cash funds established are entrusted to the Director, Fiscal Services who is responsible for the funds.

Reimbursement of the petty cash fund is made through the Revolving Cash Fund. Prepare a voucher for the total dollar amount of the receipts as described in 6004.2B. Receipts for a petty cash reimbursement for items purchased more than six months previously are not eligible for reimbursement. All receipts must be submitted for reimbursement prior to the end of a fiscal year.

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