Instructions for Completing Petty Cash Reimbursement

Petty Cash Checking is provided to the campuses as a convenience for the purpose of making purchases of an immediate nature. The abuse or overuse of Petty Cash Checking will result in the loss or restriction of this convenience. When the choice is made to use this form of purchasing, please review the guidelines provided in the Business Operation Procedure Manual and within these instructions. As a reminder, do not use Petty Cash Checking to pay other schools within PISD. For these types of financial transactions, use a Journal Entry that is processed through the Accounting Department.

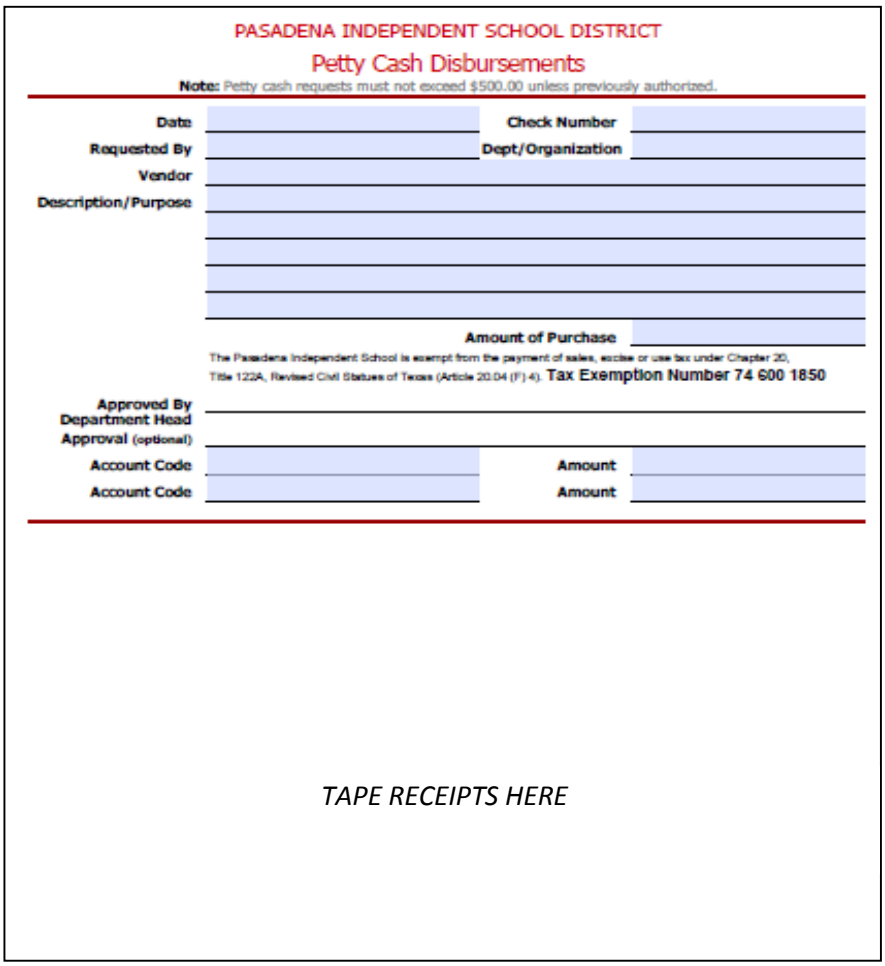
Gather all PCC documentation:

- Petty Cash Disbursement forms
- Receipts
- Copies of checks(for your records only)

If at all possible tape receipts to the Petty Cash Disbursement form. If the receipt is too long then please tape to a separate piece of paper. (Hint: Double-sided tape works great for this, otherwise please make sure not to tape over any dates or totals on the receipts.)

Verify that each Petty Cash Disbursement Form is filled out completely and has the required approval signature and correct coding.

Put the Petty Cash Disbursement forms in numerical order. Run a tape to calculate the total of all Petty Cash Disbursement forms.



PASADENA INDEPENDENT SCHOOL DISTRICT

Petty Cash Disbursements

Note: Petty cash requests must not exceed $500.00 unless previously authorized.

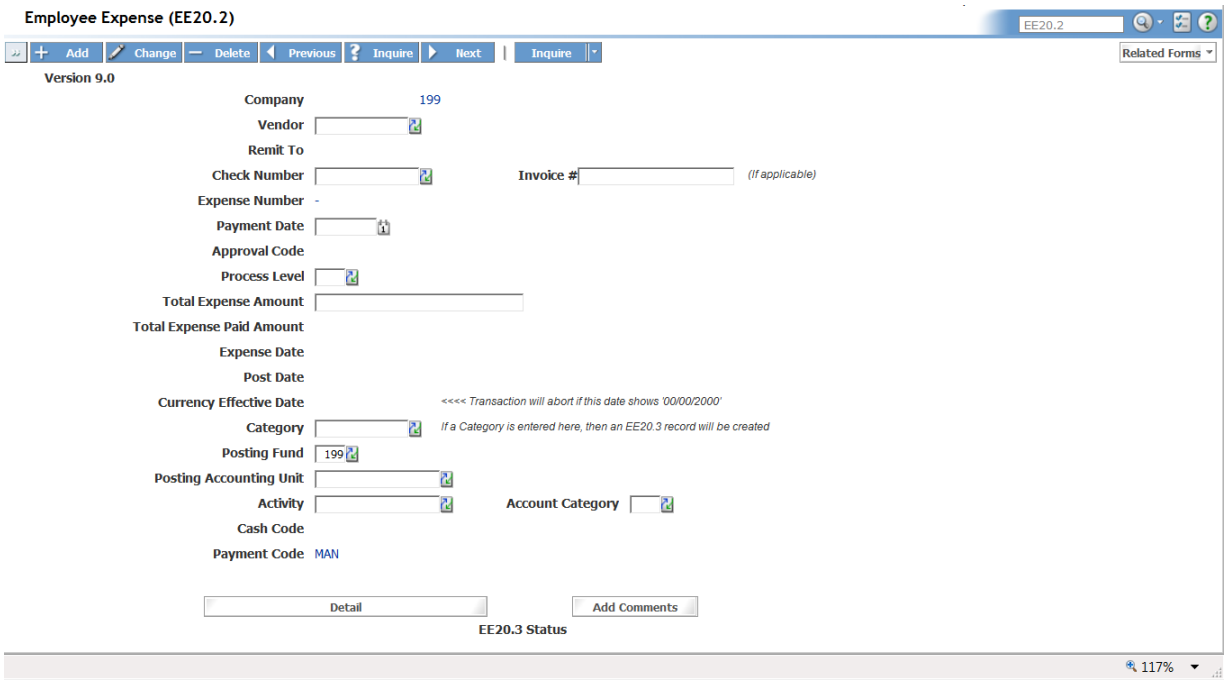
Date		**Check Number**	
Requested By		**Dept/Organization**	
Vendor			
Description/Purpose			
		Amount of Purchase	

The Pasadena Independent School is exempt from the payment of sales, excise or use tax under Chapter 20, Title 122A, Revised Civil Statues of Texas (Article 20.04 (F) 4). **Tax Exemption Number 74 600 1850**

Approved By Department Head			
Approval (optional)			
Account Code		**Amount**	
Account Code		**Amount**	

TAPE RECEIPTS HERE

Log into Lawson and go to EE20.2 (Employee Expense) to enter checks



Vendor number – Enter the vendor number. If the vendor number is unknown, use the key beside the field to search for the vendor.

Useful tip: use the Vendor Usage Report to get a list of most commonly used PCC vendors on a campus/department

REQUIREMENT: If the vendor is not listed, contact the vendor and request a W-9. The vendor has to be set up in Lawson before you can enter your check. **DO NOT USE One Time Petty Cash Checking vendor number 20044 unless the payee is an individual such as a student or a parent receiving a refund.** All other uses of the One Time Petty Cash Checking Vendor must be approved by the Director of Budget.

Useful tip: Check Lawson to see if vendor is setup before writing check. It will save time when entering your reimbursement to have all vendors setup.

Check number – Enter the check number issued

Invoice # – Enter the invoice number if applicable

Payment Date – Enter today's date (Hint: type "T" and it will populate today's date)

Process Level –Enter P and the three digit campus/department location number (Example: Dobie High School would be P004)

Total Expense Amount – Enter the *total amount of the check.
*This is the amount that the check was written for and what will clear the Bank. If there is a discrepancy between the receipt amount and the check amount please give a detailed explanation. For example, there was a $5.00 tip added to check for pizza. Or, check was written for more than what the supplies ended up costing…..vendor gave a refund for the difference and it was deposited to the same account code. In this case a copy of the receipt for the deposited cash must be attached.

Category – Enter the associated 4 digit object code associated with the expense. (Hint: Use the key to view a list.)

Posting Fund – Enter 199, 461, or 865 (Hint: Grant funds may be used but verify the grant allows the use of PCC.)

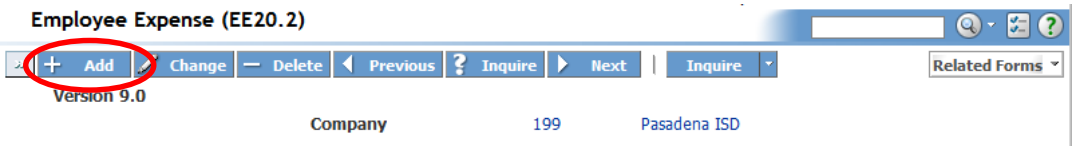
Posting Accounting Unit – Enter the "middle" part of the account code (Example: 11.004.011.004)

Activity – Enter Activity Code, if applicable (Example: 461.00.004.PRIN)

Account Category – Enter Account Category **if** an Activity code was entered (Hint: The entry in this field must match the entry in Category box above.)

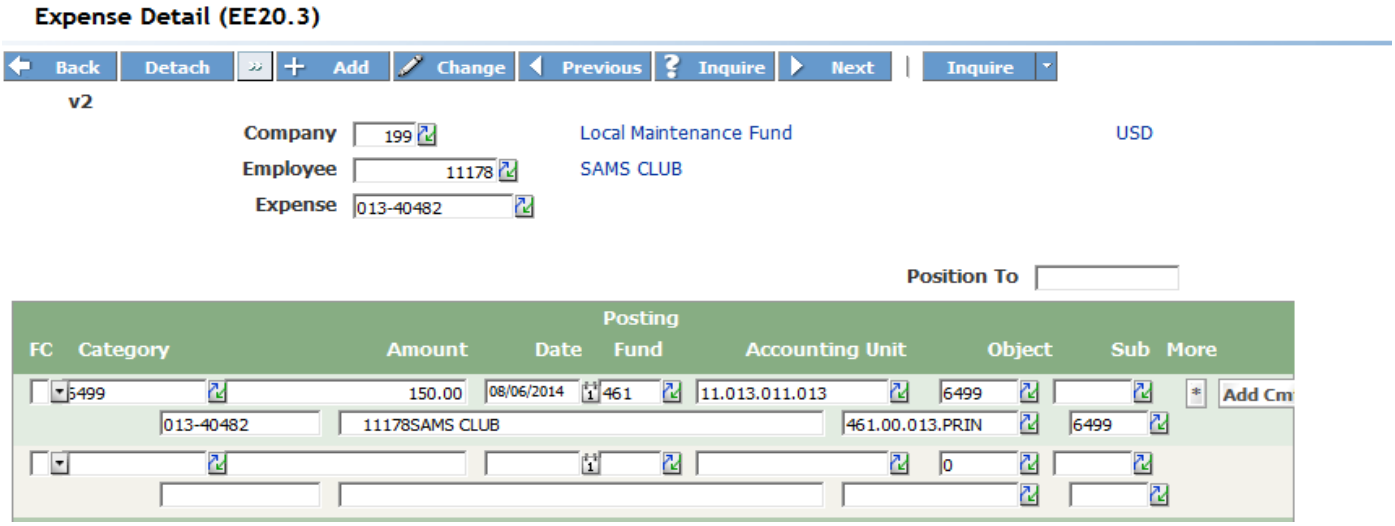
After each check is entered, go to the top of the page and click ADD. Refresh your page with F11 before entering the next check

(Hint: If there is more than one account code to be charged, see below for instructions before entering the next check.)

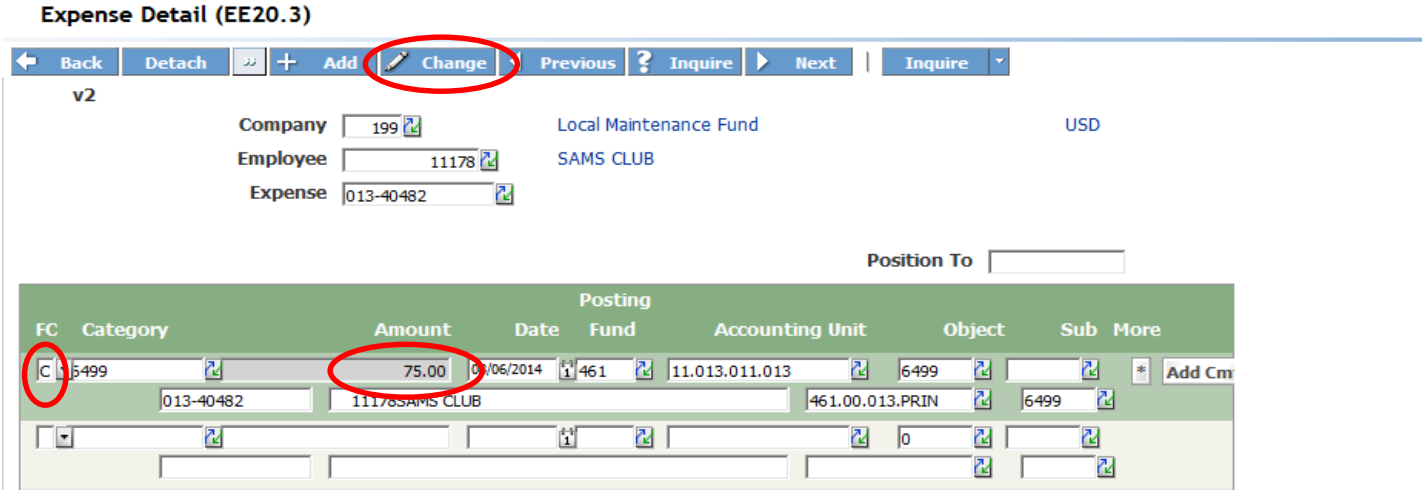


Checks with multiple codes:

After the check with a split account code has been added, click the **Detail** button at the bottom of the page and it will open the EE20.3 page.

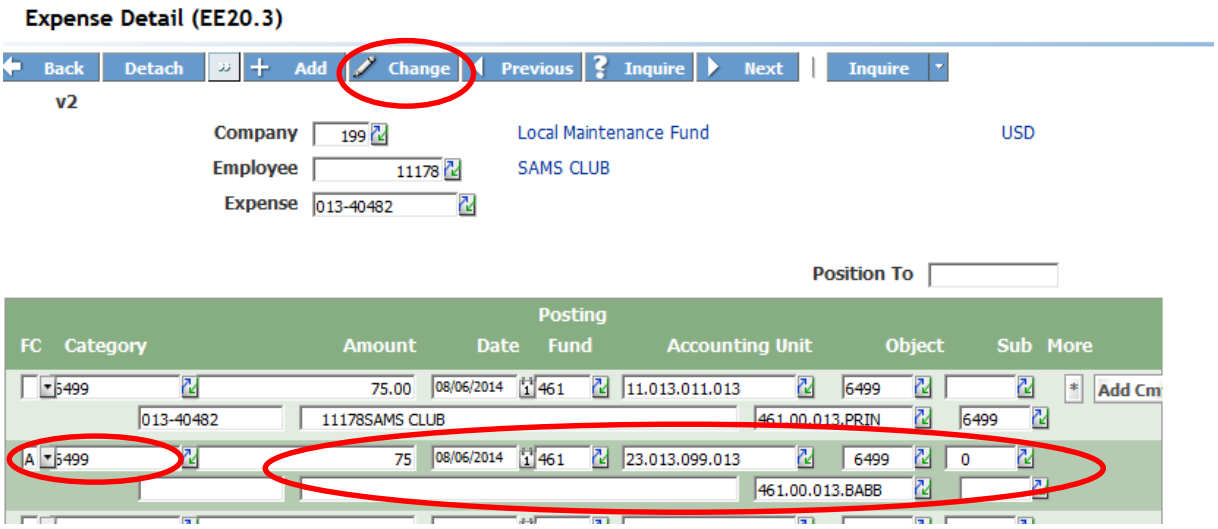


Enter a C (for Change) in the FC box of the first line. (This line contains information already entered from the previous page.) Change the amount to the amount that needs to be charged to that one account code. Click the CHANGE button in the blue bar menu.



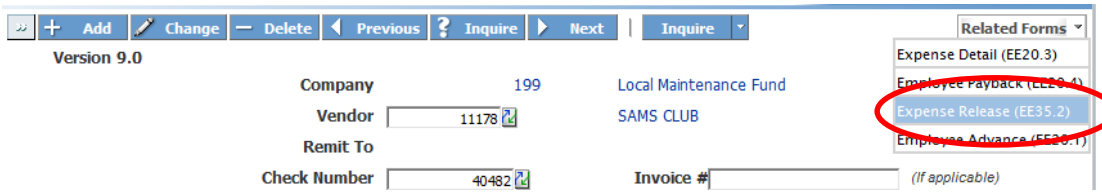
On the second transaction line, put an A in the FC column, add the appropriate Category number (object code), the amount designated to this account code, place a T in the Date field. Enter fund, accounting unit, and object code to reflect the accounting code being used on this line. If necessary, update the activity code.

Click the CHANGE button in the blue bar menu.

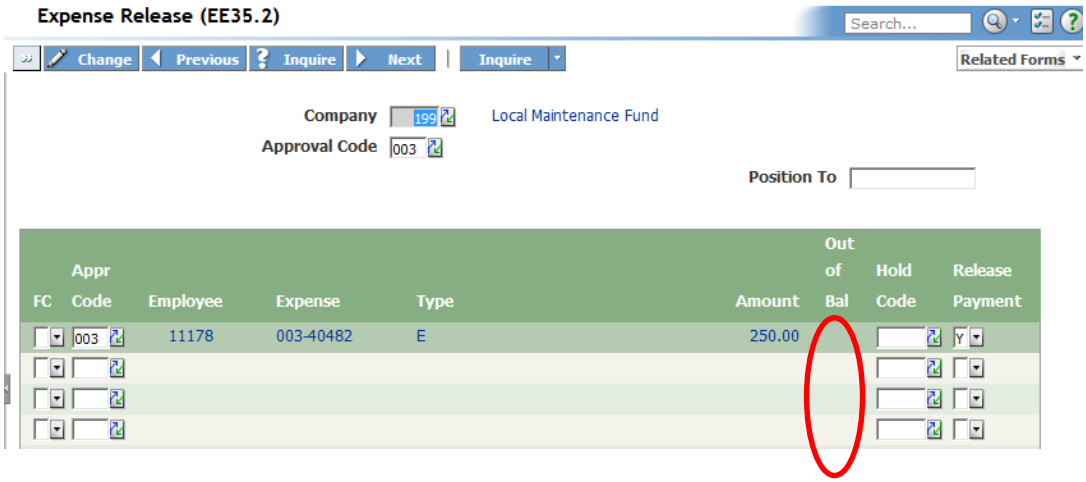


Once completed, click the Back button at the top of the page to return to the EE20.2 page. Continue entering the remainder of the checks.

After all checks have been entered click the Related Forms button in the top right corner and select Expense Release EE35.2. DO NOT RELEASE CHECKS AT THIS TIME.



Verify there are no asterisks in the Out of Balance column. (Hint: If there is more than one page, use the page down button to go to the next page.)



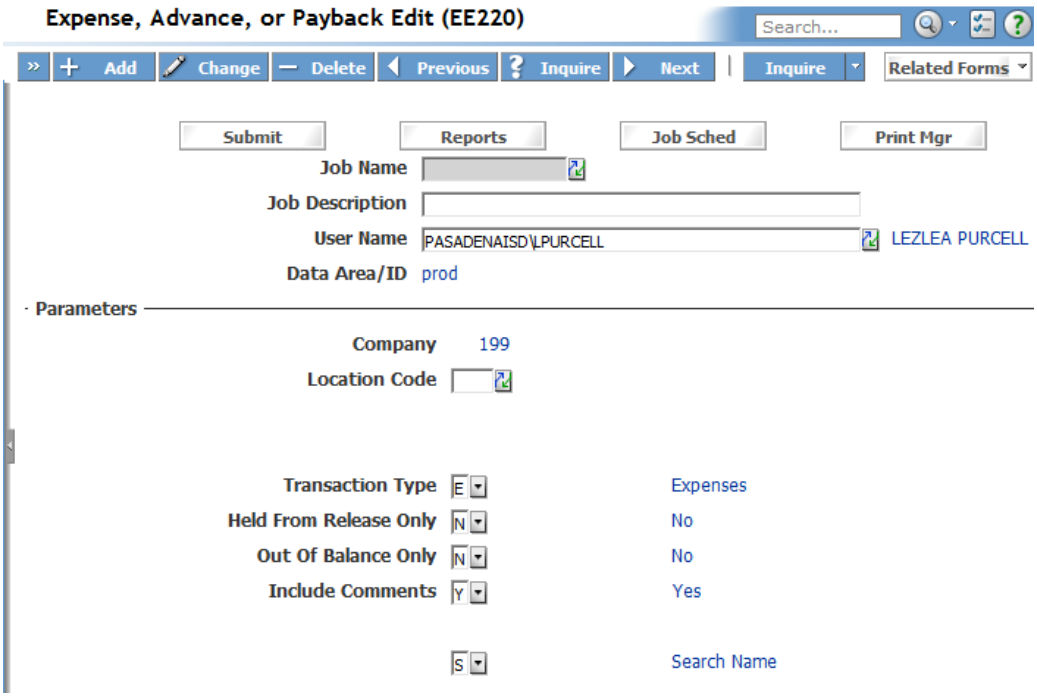
If there are checks that have asterisks in the “Out of Balance” column, return to the EE20.2 page.

Open the “Out of Balance” check by entering the vendor number, check number, payment date, process level and click Inquire.

Delete the check and reenter per the instructions above.

Once all checks are reentered check the EE35.2 again to make sure there are no more * asterisks in the Out of Balance column. If there are, repeat the steps above until there are no more asterisks.

Verify the entry by running the EE220 (Expense, Advance, or Payback Edit) report. (Hint: If this is the first time to run this report, the report must be added before running it.)



Location Code – Enter a campus/department location code.

Do not change the defaults for Transaction Type, Held from Release Only, Out of Balance Only and Include Comments.

Submit and Print the report.

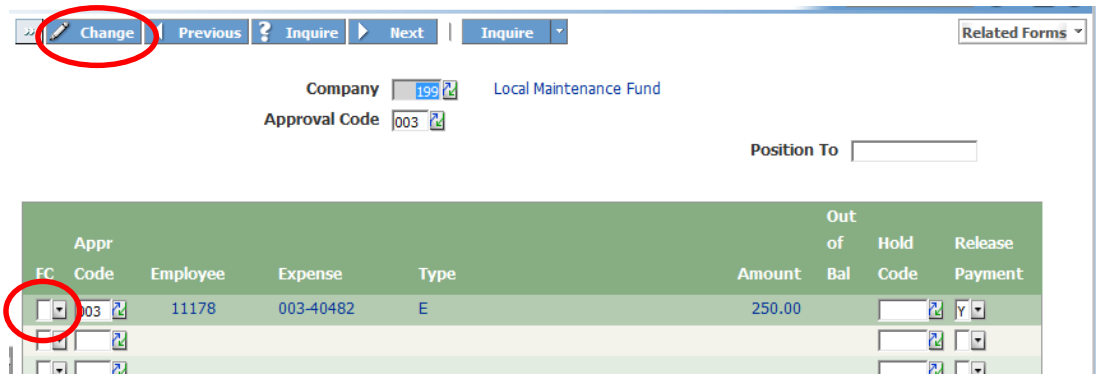
Verify your account coding entry and amount for each check. Also, please verify the total of the report against the tape you ran earlier of all your Disbursement forms (page 1). The report total plus the current balance in your checkbook should total the amount your campus/department was allotted by the Business Office (for example $1,000, $3,000…..whatever your original beginning balance is)

Please post this amount to your check book and that will bring the balance back to the correct amount for a campus or department type.

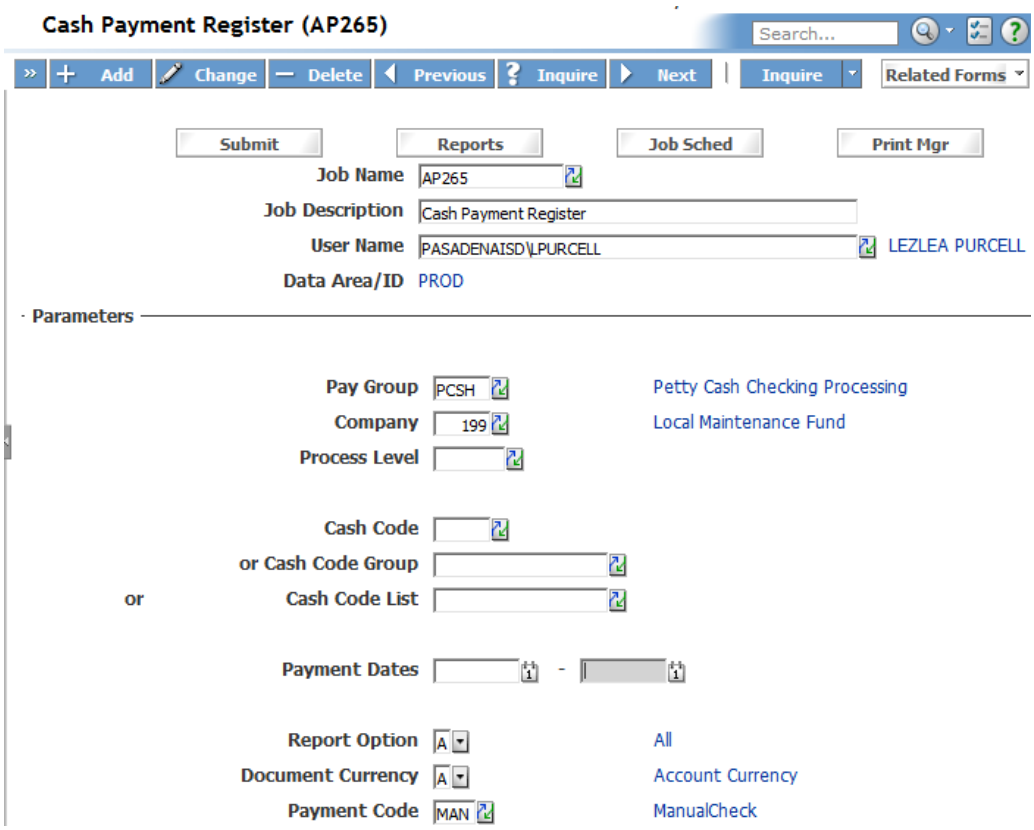
Notice: Once the checks are released, all coding changes must be processed via a journal entry.

To release the checks for processing, go back to the EE35.2 screen and place an R in the FC field of each check.

Go to the top of the page and click Change. (Hint: Only one page of checks may be released at a time.)



To finalize the Petty Cash Reimbursement, run the AP265 (Cash Payment Register) report. (Hint: If this is the first time to run this report, the report must be added before running it.)



Enter the following fields:

Pay Group – PCSH

Company – 199

Process Level – Enter P and the three campus/department location number (Example: Dobie High School would be P004)

Cash Code – Same as process level.

Cash Code Group and **Cash Code List** should remain blank.

Payment Dates – Use the same date (or date range) used when entering checks.

Report Option – A for All

Document Currency – A for Account Currency

Payment Code – MAN for Manual Check

Submit and Print the report.

The AP265 report is the cover sheet for the PCC reimbursement package that goes to the Budget office for your reimbursement. Have the principal/finance administrator/department head sign the cover sheet. On the form, highlight your responsibility code and the amount to be reimbursed. If applicable, make any adjustments to your reimbursement amount for corrected voided checks (**See Correcting Entries in Petty Cash Checking**) that were also entered but did not print on the AP265.

Make a copy of all your disbursement forms, receipts and unused voided or corrected voided checks (if applicable) documentation to keep for campus/department records. Keep those along with your EE220 report.

Send the signed AP265 and all original disbursement forms, original receipts and any *unused voided or corrected voided checks documentation to the Secretary to the Director of Budget. Please binder clip and do not staple any of the paper work that goes to the Budget office. *All checks must be accounted for so please send a disbursement form and a copy of the unused voided check with the reason the check was voided.

Once the petty cash reimbursement has been processed and the money transferred, a yellow sheet will be returned to the campus/department from the Budget office. If you have not already done so please post this amount to your check book and that will bring the balance back to the correct amount for a campus or department type.