



**SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE**

FINANCE TAM: 2003-008

CONTACT: Richard D. Norris, CPPB
Program Director-Purchasing
Paula Sadler
Accountant-Finance

TELEPHONE: 833-7668 - Purchasing
833-7689 - Finance

TO: Principals
Bookkeepers

FROM: Patricia Wascom, Chief Financial Officer

A handwritten signature in cursive script that reads "Patricia P. Wascom".

DATE: October 8, 2002

SUBJECT: Petty Cash Purchases & Reimbursement

REMINDER

Petty Cash Purchases

As stated in the Internal Accounting Manual, page 44, "The School Board authorizes the use of petty cash funds to make expenditures for operating central administrative offices and school centers. Because of the restrictions placed on expenditures from internal funds, see page 7-7 of the State of Florida RED BOOK, "Financial and Program Cost Accounting and Reporting for Florida Schools", petty cash should be used for the purpose of small expenditures to operate the school. "Small expenditures" include the following, but is not limited to postage, small repairs, shipping, etc.

Expenditures that are deemed inappropriate and cannot be purchased from petty cash include compensation to employees, equipment, travel, registration, furniture, etc. Again, refer to page 7-7 of the State of Florida RED BOOK. The few items listed are not all inclusive of the inappropriate items.

Please remember that all items that cannot be purchased with petty cash funds can be purchased by using a purchase order or by using the purchasing card.

Petty Cash Reimbursement

When submitting the petty cash transmittal form to Purchasing, please attach a copy of the check requisition form to the original receipt. Only original receipts or invoices should be sent to Purchasing. A statement cannot be sent in lieu of an invoice or receipt.

If you have any questions, please call Rick at 833-7668 or Paula at 833-7689.