

- Policy Number: 820
 - Policy Name: Petty Cash Funds
 - Date of Original: 1992 03 11
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Petty Cash Funds

The object of District petty cash procedures is to provide Principals with available funds for the purchase or payment of articles or services in the amounts less than \$200.00 especially in situations where approval on a requisition is not possible. The intent is that the Principals are responsible for the distribution and control of these funds.

1. The first consideration is whether or not a requisition is the more appropriate means of purchase. If the Principal believes this inappropriate, funds to a maximum of \$500.00 may be disbursed. The recipient of the funds is to sign for receipt of the specific amount of cash.
2. Receipts for all expenditures will total the amount of the reconciliation or petty cash expense report.
3. The responsibility of the School Board Office is to confirm that the receipts total the amount requested on the reconciliation. In the case of reconciliation not balancing the reconciliation will be returned to the Principal.
4. The maximum amount of Petty Cash allocated to each school is an amount up to \$2,000.00.