

Petty Cash

Petty Cash shall be used for making change and/or the purchase of incidental or emergency items whose dollar amount does not exceed \$50 and does not warrant the generation of a district check for the item. Employees should take a tax ID form if making a purchase.

All requests for petty cash require prior approval by an authorized administrator, supervisor or other authorized budget approver.

All money disbursed from the petty cash fund must be substantiated by an invoice, receipt or other documentation validating the expense and have the correct budget code entered on the form (Policy 675 Exhibit 1).

An initial cash amount of \$250 will be given to each school building and the district office on July 1st of each school term in a locked metal box which should be kept in the safe or vault at night.

For audit purposes, all petty cash vouchers will be numbered consecutively by the designated Petty Cash Custodian as appointed by the building administrator. All vouchers must be signed by the person who is receiving the cash and include supporting documentation after the purchase is made.

Replenishment of the fund will be completed using a petty cash reimbursement form which may be submitted on the 1st and 3rd Mondays to the accounts manager in a cash bag, which will be returned with funds in a timely manner.

APPROVED: August 25, 2008