



Petty Cash Accounts

Administrative Procedure 5.110

Board Governance Policy Cross Reference: 1, 2, 3, 12, 16

Legal Reference:

Date Adopted: September, 1980

Date Amended: October, 1981; February, 1985; February, 2005; July 2012

Date Reviewed: April 2019; December, 2021

Petty Cash funds may be provided in each school and the District Office to deal with such day to day minor expenditures as are impractical to pay through the normal accounts payable procedures of the District. The Petty Cash funds established shall not exceed the amount allocated in the school based budget.

All disbursements of money from Petty Cash funds shall include the issuance of a Petty Cash Voucher, accompanied by an independent receipt where practicable. All Petty Cash Vouchers shall be approved by the proper district administrative personnel. All Petty Cash Vouchers shall also be signed by the person receiving funds and such signed vouchers shall be a valid indication of payment for all accompanying receipts.

Persons in charge of Petty Cash funds shall keep accurate records of funds in their possession. Upon requisitioning for replenishment of Petty Cash Funds, such records shall be submitted to the Secretary-Treasurer for approval prior to reimbursement.

All Petty Cash funds and records shall be available for purposes of internal or external audit procedures when required.