

## **Business and Non-Instructional Operations**

### **Emergency Cash Fund – Superintendent**

In order to facilitate minor purchases, the Superintendent will establish a small, emergency cash fund in each school. Expenditures against the fund must be carefully itemized by the principals. After a budget item is exhausted, no expenditures against this item may be made even from the emergency cash fund. The school emergency cash fund is the primary responsibility of the Principal, who is personally liable for any shortage of funds.

The Superintendent shall establish a small, emergency cash fund for the central administrative office. The cash fund will be set up and maintained by the Director of Finance and Administration, who is personally liable for any shortage of funds.

Emergency cash funds shall not exceed \$150 for the middle schools, \$150 for the high school, and \$150 for the central administrative office.

The primary purpose of this fund is material purchases that are of a dollar value not warranting a purchase order or purchases from vendors where the company does not have an established account. Normally emergency cash transactions will not exceed \$25.00. Transactions of more than \$25.00 must be approved in advance by the Director of Finance and Administration. All expenditures will require a paid receipt.

It is important that only one individual be allowed access to any funds. Strict accountability must be maintained. Re-assignment of the emergency cash fund for vacations or other absences must be approved in advance by the Director of Finance and Administration. The emergency cash box shall be in the safe and locked at the close of each business day.

The fund may be used for miscellaneous postage, collect deliveries, and small disbursements, such as miscellaneous supplies and refreshments. The fund may **not** be used for salaries or casual labor, travel, telephone, loans to staff, maintenance or service calls.

Emergency cash funds will be replenished only upon presentation by the school Principal, or the Director of Finance and Administration for the central administrative emergency cash fund, a Request for Replenishing of Emergency Cash form. The request shall be forwarded to the Superintendent for his/her review and approval.

The emergency cash funds must be reconciled and accounted for when replacement of the fund is requested or whenever the fund is depleted by approximately 90 percent. Reconciliation shall also be required when requested by the Director of Finance and Administration or Superintendent.

The Director of Finance and Administration shall establish a procedure for replenishing the emergency cash fund.