

PURCHASING AND ACQUISITION:
PETTY CASH ACCOUNT

CHB
(REGULATION)

In order to facilitate reimbursements and minor purchases, the District and the individual schools or departments in the District may maintain petty cash funds. The maximum amount allowed for each petty cash fund will be determined based on the location of the funds, usage, and Business Office approval.

SUPERVISION OF
FUNDS

Petty cash should be kept in a secured location at all times. Each principal or department head has responsibility for approving expenditures paid from the petty cash fund.

ACCOUNTING

Itemized expenditures from the petty cash fund shall be approved and reported in accordance with established procedures in the District's Procedures Manual for Financial Services (see Section VII) and shall be subject to normal auditing procedures.