



Book	Policy Manual
Section	600 Finances
Title	Petty Cash
Code	617
Status	Active
Adopted	March 7, 2022

### **Purpose**

Petty cash funds may be used for designated purposes but shall be subject to adequate controls and safeguards.

### **Authority**

The Board authorizes the establishment of petty cash funds under the control of designated employees in district buildings.

### **Delegation of Responsibility**

Each responsible employee shall ensure that petty cash funds are spent only for designated purposes.  
[1]

The person responsible for each petty cash fund shall prepare a monthly total of the disbursement of petty cash funds.

Legal	1. Pol. 811
	24 P.S. 510