

3095 PETTY CASH FUNDS

Petty cash funds may be established at the direction and approval of the School Board. Petty cash funds may be reimbursed by the School District for expenditures made as frequently as may be necessary to sustain the fund at its authorized balance. No part of such fund may be loaned or advanced against the salary of an employee.

Payments from petty cash funds by authorized personnel for minor items purchased for school use will be documented as follows:

1. Cash receipt containing the following information:
 - a. Name and address of vendor
 - b. Date of purchase
 - c. Description of items
 - d. Unit cost
 - e. Total cost
 - f. Acknowledgment of cash payment received
 - g. Signature of purchaser

2. A copy of Petty Cash Voucher, identifying the purchase to which related, and signed by the person receiving reimbursement.

Adopted: 06-09-1970 ISD 709

Revised: 06-20-1995 ISD 709