

# ADMINISTRATIVE REGULATION

No. 606(e)

## Board of Trustees Douglas County School District

## FINANCES

### PETTY CASH GUIDELINES:

1. The Board of Trustees recognizes the convenience a petty cash fund (or imprest account) affords in the day-to-day operation of a school district, and that proper controls are necessary for the management of such funds. The Board of Trustees therefore authorizes the establishment of petty cash fund in the amount of \$5,000 within the Business Services Office. The Superintendent and Chief Financial Officer shall set the requirements and methods for the distribution of petty cash.
2. Purchases made pursuant to the requirements of petty cash disbursement shall be excluded from the normal provisions of procurement AR606(c).
3. The maximum amount of \$500.00 is set for the petty cash reimbursement of small expenditures that may arise during the month. To be considered for petty cash reimbursement, the expenditure must have appropriate documentation for reimbursement, conform to school district policies (including but not limited to BP614), Nevada Revised Statutes, generally accepted accounting principles (GAAP), and all other rules, laws and regulations regarding expenditure of school district funds.
4. Business Services will perform a monthly reconciliation of the petty cash fund and the petty cash disbursements. Replenishment of the petty cash fund can occur as needed up to the maximum established fund amount of \$5,000.

See Policy related to this Administrative Regulation

Date Adopted: 8/10/10

Date Revised: 8/18/15