

5 Petty Cash Funds

7 The use of a Petty Cash Fund shall be authorized by the Director of Business Operations for
8 specific educational purchases only. Authorized purchases will be individual purchases under the
9 amount of twenty-five dollars (\$25.00). Acceptable purchases are: postage, delivery charges,
10 freight, supplies, materials, student refunds, minor meeting expenses (not including food or
11 mileage), and minor emergency purchases. Reimbursements that exceed twenty-five dollars
12 (\$25.00) are not to be made from Petty Cash Funds. Petty Cash Funds will be maintained in a
13 secure location. The total dollar amount of the Petty Cash Fund will be limited to a maximum of
14 two hundred dollars (\$200.00). The Petty Cash Fund will be managed by the building principal
15 and overseen by the Director of Business Operations.

18 Money that is not specifically designated as petty cash shall not be co-mingled with the Petty Cash
19 Fund. At the conclusion of each school year, the Petty Cash Fund will be audited by the building
20 principal and the Petty Cash Fund Log will be submitted to the Director of Business Operations.
21 The District Business Office shall be responsible for establishing the procedures involving the use
22 and management of the Petty Cash Funds.

24 Policy History:

25 Adopted on: July 1, 2000

26 Revised on: May 13, 2013

27 Revised on: November 26, 2018