Petty Cash Accounts

A petty cash fund will be established for all school buildings within the District. Such funds shall be for the purchase of minor items and/or provide immediate payment for minor services.

The accounting for petty cash funds shall be on a monthly basis. The accounting report shall be provided to the District Accountant. The Business Administrator shall establish the necessary controls for accounting and reimbursement of the funds. No single purchase/reimbursement shall exceed $100.00. Purchases/reimbursements in excess of $100.00 shall require a purchase order. In cases of emergencies, the Building Principal, with prior approval of the Business Administrator, may exceed the established single purchase/reimbursement limit.

Written: 4/17/2017
Reviewed: 08/24/21
Amended: 10/08/24