

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	600 Finances
Title	Petty Cash
Code	617
Status	Active
Adopted	May 10, 2010
Last Revised	December 3, 2024
Last Reviewed	October 8, 2024

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.

Guidelines

Each request for funds shall be made in writing and signed by the requestor, with any confirming receipts attached.

Receipts are required for all expenditures.

The petty cash fund shall be secured by the responsible employee.

All petty cash funds shall be closed out for audit at the end of the school year.

Funds are not to be used to circumvent the regular purchasing procedure.

Petty cash funds may not be used to accommodate the cashing of personal checks.

