PETTY CASH FUNDS AND CASH IN SCHOOL BUILDINGS REGULATION

The custodian appointed for each Petty Cash Fund will be responsible for the following method of record keeping:

1. Deposits to petty cash accounts will be made in amounts which shall not exceed payments made in cash from the fund;
2. Payments made from the funds will be indicated by receipts, receipted bills or other evidence of payments in form available for audit;
3. Disbursements will be acknowledged by the signature of the individual receiving payment;
4. Each disbursement will be properly budget coded for the disbursement of funds; and
5. A request to replenish the petty cash fund will be accompanied by a summary sheet, signed by the custodian responsible for the fund, with all expenditures properly accounted.

The custodian will disburse petty cash only for payment for materials, supplies and services, only when payment is required upon delivery.

Adopted:	11/18/2009		
Reviewed:	08/26/2015	11/17/2021	10/30/2024
Revised:	09/30/2015	12/08/2021	11/20/2024