Billings School District 2

FINANCIAL MANAGEMENT

Petty Cash Accounts

The District shall provide petty cash accounts for school and administrative support organizations if deemed necessary. The CFO or Director of Business Services is authorized to determine the amount of each petty cash fund and those schools and administrative support organizations authorized to have petty cash funds. The account shall be used for emergency, non-recurring disbursements and shall have a dollar limitation of $50 per disbursement.

The CFO or Director of Business Services will maintain petty cash accounts as cash on hand with the total dollar amount of each petty cash account limited to Five hundred dollars ($500) for secondary schools and Two Hundred dollars ($200) for elementary schools and the administrative support organizations.

It shall be the responsibility of the administrator or appointed staff member to ensure all expenditures are properly documented and appropriately approved. The preferred small dollar purchasing method is the District's Procurement Card (Pcard).

At the conclusion of the school year administrators must close out their petty cash accounts and return any cash on hand, along with any petty cash vouchers to the business office.

Implementing Policy 7320 Purchasing

Cross References: Policy 6430 Development of Administrative Procedures

Legal References:

Procedure History:
Presented to Board on: April 18, 2011
Revised on: March 11, 2025