

PETTY CASH ACCOUNTS

The Board directs the Treasurer to create petty cash accounts when necessary for District operations. Money may be drawn from accounts by check. The Treasurer designates who can use the accounts, the amount of money that may be placed in the accounts as well as the procedures and requirements for replenishing the accounts.

Account access is limited to only those individuals who have a job-related need to use these accounts. Any person using the accounts must complete all required documentation.

The Treasurer establishes the amount of money to be placed in the accounts. The Treasurer's approval is needed to replenish the accounts. No major purchases may be made from the accounts.

Any individual with access to the petty cash account who ignores procedures and does not take prudent measures to ensure that proper security is maintained, may be held personally liable for losses.

[Adoption date: September 19, 2018]

Revised: October 18, 2023

LEGAL REFS.: ORC 9.22; 9.38
3313.291; 3313.31; 3313.51

CROSS REFS.: DM, Deposit of Public Funds (Cash Collection Points)