

# ADMINISTRATIVE REGULATION

No. 606(e)

## Board of Trustees Douglas County School District

## FINANCES

### PETTY CASH GUIDELINES

1. The Board of Trustees recognizes the convenience a petty cash fund (or imprest account) affords in the day-to-day operation of a school district, and that proper controls are necessary for the management of such funds. The Board of Trustees therefore authorizes the establishment of petty cash fund (imprest account) in the amount of \$5,000 within the Business Services Office. The Superintendent and Chief Financial Officer, or designee, shall set the detailed requirements and methods for the distribution, documentation, and reconciliation of petty cash consistent with this regulation and applicable law.
2. Purchases made pursuant to the requirements of petty cash guidelines are exempt from the normal purchase order process described in AR606(c), but must still comply with applicable District procurement requirements in AR606(b), spending limits in this regulation, and all applicable laws and policies.
3. The maximum amount of \$500.00 is set for the petty cash reimbursement of small expenditures that may arise during the month. To be considered for petty cash reimbursement, the expenditure must have appropriate documentation for reimbursement, conform to school district policies (including but not limited to BP614), Nevada Revised Statutes, generally accepted accounting principles (GAAP), and all other rules, laws and regulations regarding expenditure of school district funds. Petty cash may not be used to circumvent bidding or purchasing thresholds, and may not be used for expenditures funded with federal awards if District federal procurement procedures require use of other payment methods or documentation.  
  
Petty cash shall not be used for:
  - Cashing personal checks or issuing personal loans (IOUs).
  - Payment of salaries, wages, or stipends (due to IRS reporting requirements).
  - Splitting a purchase into multiple receipts to bypass the \$500 limit.
4. The District is exempt from Nevada sales tax. Employees utilizing petty cash must present the District's Tax-Exempt Letter to the vendor. Reimbursement shall not be provided for sales tax paid due to failure to use the exemption.

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5. The Petty Cash fund must be kept in a locked safe when not in use. Access is restricted to the designated Custodian, who is personally responsible for the safety of the funds, subject to oversight by the Business Services Office.
6. Business Services will perform a monthly reconciliation of the petty cash fund and the petty cash disbursements, and will retain reconciliation documentation in accordance with District records-retention schedules. Replenishment of the petty cash fund may occur as needed up to the maximum established fund amount of \$5,000. In addition, the Chief Financial Officer, or designee, may conduct unannounced cash counts at any time.

See Policy related to this Administrative Regulation

Date Adopted: 8/10/10  
Date Revised: 8/18/15  
Date Revised: 3/26/2026