

Director Procedure Number: DG118  
Title: Petty Cash Account  
Section: Finances

## **Petty Cash Account**

### **Guidelines**

1. Funds are not to be used to circumvent regular purchasing procedures.
2. The petty cash box shall be secured daily.
3. All petty cash funds will be audited periodically and, in any event, at the end of the school year.
4. The Business Manager shall be responsible for the accounting and safeguarding of petty cash funds.
5. Expenditures against this fund shall be carefully itemized by the Business Office and listed on the list of bills for Joint Committee approval under Director Name, Petty Cash Fund.
6. No expenditure from petty cash funds is to exceed \$35.00.
7. Each request for funds shall be made in writing and signed by the requestor, with any confirming papers attached.
8. Receipts are required for all expenditures.
9. Petty cash funds may not be used to accommodate the cashing of personal checks.

**Adopted: 9/11/13**