

Central Greene School District

Section FINANCESTitle PETTY CASHCENTRAL GREENE SCHOOL DISTRICTDate Adopted October 21, 1981

Guide		Reference								
	617. PETTY CASH									
1. <u>Purpose</u>	Petty cash funds may be used for designated purposes so long as such funds are subject to adequate controls and safeguards.									
2. <u>Authority</u>	<p>The Board authorizes the establishment of petty cash funds in the care of the following persons and in the following amounts:</p> <table><tr><th><u>Responsible Title and Location of Fund</u></th><th><u>Amount</u></th></tr><tr><td>Walter S. Stout or Anna H. Johnson, School District Business Office</td><td>\$50.00</td></tr><tr><td>John Barbero or Loreen Dukate High School</td><td>\$50.00</td></tr><tr><td>Total:</td><td><u>\$100.00</u></td></tr></table>	<u>Responsible Title and Location of Fund</u>	<u>Amount</u>	Walter S. Stout or Anna H. Johnson, School District Business Office	\$50.00	John Barbero or Loreen Dukate High School	\$50.00	Total:	<u>\$100.00</u>	
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Total:	<u>\$100.00</u>									
3. <u>Delegation of Responsibility</u>	<p>Each responsible person shall ensure that</p> <ul style="list-style-type: none">- petty cash funds are spent only for designated purposes for which the fund was established;- each request for funds is made in writing with any confirming papers attached and is signed by the requestor;- funds are not used to circumvent the regular purchasing procedure; and- the petty cash box is secured daily. <p>The person responsible for each petty cash fund shall be bonded in accordance with P.G. 811 and shall prepare a total of the disbursement slips on a monthly basis and submit such documentation to the Secretary/ Director of Business Affairs with a voucher requesting replenishment in a like amount.</p>									

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Petty cash funds may not be used to accommodate the cashing of personal checks.