

Petty cash funds may be established for the school, Business Office, and special programs in such instances as they will expedite the purchase of minor items and/or provide immediate payment for minor services.

Petty cash will be administered as follows:

1. No purchase will be reimbursed through a petty cash account unless accompanied by a receipt and noted on the petty cash report.
2. The petty cash report and accompanying receipts shall be turned in periodically to the Business Office to reimburse the fund. The report must be filled out completely.
3. The maximum petty cash allowable for each building is \$100.
4. When the petty cash account is reimbursed, the appropriate account will be charged.
5. Money received must not be put directly into petty cash. This money must be turned in to the business office, and the appropriate fund will be credited.

Revision History:

Date Adopted: December 16, 2019

Revision Dates:

Last Review Date: