

Adopted: 06/19/2014

Revised: _____

Policy 209
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Rev.

209 PETTY CASH

1. PURPOSE

The purpose of this policy is to recognize that an authorized individual may establish petty cash for reimbursement of small, emergency cash disbursements that are outside the normal payment process and have proper approval for reimbursement.

2. GENERAL STATEMENT OF POLICY

- 2.1. It is the policy of Aurora Charter School that \$150 petty cash may exist in the Administration office for purposes of school emergency purchases. These funds shall be maintained with proper controls and recording.
- 2.2. The Board authorized \$60 as cash-box funds (\$30 at each school site) to make change when payers remit cash and require change. The \$60 shall remain intact in the full amount for the purpose of making change, and shall not be used for any other purpose.