

SECTION: FINANCES

TITLE: PETTY CASH

ADOPTED: May 13, 2008

REVISED:

UNITED SCHOOL DISTRICT

	617. PETTY CASH
1. Purpose	Petty cash funds may be used for designated purposes but shall be subject to adequate controls and safeguards.
2. Authority	The Board authorizes the establishment of petty cash funds under the control of designated employees in district buildings.
3. Delegation of Responsibility Pol. 811	<p>Each responsible employee shall be bonded in accordance with Board policy and ensure that petty cash funds are spent only for designated purposes.</p> <p>The person responsible for each petty cash fund shall prepare a total of the disbursement slips and submit such documentation to the Director of Finance with a voucher requesting replenishment.</p>
4. Guidelines	<p>Each request for funds shall be made in writing and signed by the requester, with any confirming receipts attached.</p> <p>Receipts are required for all expenditures.</p> <p>The petty cash box shall be secured daily by the responsible employee.</p> <p>All petty cash funds shall be closed out for audit at the end of the school year.</p> <p>Funds are not to be used to circumvent the regular purchasing procedure.</p> <p>Petty cash funds may not be used to accommodate the cashing of personal checks.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Board Policy – 811</p>

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