

CATASAUQUA AREA SCHOOL DISTRICT

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| | #617 – PETTY CASH | 1 |
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| 1. Purpose | Petty cash funds may be used for designated purposes so long as such funds are subject to adequate controls and safeguards. | 4 |
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| 2. Authority | Each responsible person shall ensure that: | 7 |
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| | 1. Petty cash funds are spent only for designated purposes for which the fund was established. | 9 |
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| | 2. Each request for funds is made in writing with any confirming papers attached and is signed by the requestor. | 11 |
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| | 3. Funds are not used to circumvent the regular purchasing procedure. | 13 |
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| | 4. The petty cash box is secured daily. | 15 |
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| Pol. 811 | The person responsible for each petty cash fund shall prepare a total of the disbursement slips and submit such documentation to the Business Manager with a voucher requesting replenishment in a like amount. | 19 |
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| | All petty cash funds will be closed out for audit at the end of the school year. | 23 |
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| | Petty cash funds may not be used to accommodate the cashing of personal checks. | 25 |
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| | Each building and central office will maintain a separate petty cash account. | 28 |
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| Board Policy | | 30 |
| No. 811 | | 31 |
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