1. Purpose

Petty cash funds may be used for designated purposes so long as such funds are subject to adequate controls and safeguards.

2. Authority

Each responsible person shall ensure that:

1. Petty cash funds are spent only for designated purposes for which the fund was established.

2. Each request for funds is made in writing with any confirming papers attached and is signed by the requestor.

3. Funds are not used to circumvent the regular purchasing procedure.

4. The petty cash box is secured daily.

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.

All petty cash funds will be closed out for audit at the end of the school year.

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

Each building and central office will maintain a separate petty cash account.