



Book	Policy Manual
Section	600 Finances
Title	Petty Cash
Code	617
Status	First Reading
Adopted	August 8, 2006
Last Revised	December 12, 2017

### **Purpose**

Petty cash funds may be used for designated purposes but shall be subject to adequate controls and safeguards.

### **Authority**

The Board authorizes the establishment of petty cash funds under the control of designated employees in district buildings.

### **Delegation of Responsibility**

Each responsible employee shall ensure that petty cash funds are spent only for designated purposes.[1]

The person responsible for each petty cash fund shall prepare an accounting of the disbursement of petty cash funds.

### **Guidelines**

A petty cash fund shall be maintained to provide cash for payment of minor expenses where it is not desirable to wait for the preparation of checks and where the expense is small or is not the result of a formal purchase order.

The petty cash fund shall be in the custody of the Business Office.

Petty cash funds shall be reimbursed by check drawn on the general fund in the amount of actual expenses, to return the fund to its original balance as authorized by the Board.

The petty cash reimbursement report shall be prepared on a prescribed district form.

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

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

Legal

1. Pol. 811

24 P.S. 510