

## PETTY CASH ACCOUNTS

In order to facilitate refunds and minor purchases, the board authorizes a petty cash fund in each school and in the District Administrative Office.

The custodian for such accounts at the schools will be the building administrator. The account custodian at the District Administrative Office will be the business manager.

Each transaction must be supported with proper receipts by the account custodian.

Justifiable expenditures from the petty cash accounts will include but not be limited to: miscellaneous materials and supplies, for office supplies, stamps and freight. All items purchased with petty cash funds should meet the criteria of an expedient measure; should not be used to circumvent established policy on purchasing authority; and should not exceed maximum allotted by account custodian.

The petty cash funds will be replenished as imprested funds and are to be reimbursed to each account through accounts payable after approval by the superintendent/designee and the business manager.

Adopted: April 13, 1992

Reviewed and Adopted: May 8, 2006

Revised: April 28, 2014