

Business and Non-Instructional Operations**Expenditures****Petty Cash Accounts**

In order to facilitate refunds and minor purchases, a small petty cash fund may be established in each school. The Director of Business Services or District office designee shall determine the amount of petty cash to be allotted and establish expenditure guidelines.

Expenditures against petty cash funds shall require receipts and careful itemization by the site administrator or designee. The site administrator or designee shall maintain a record of disbursements (recording the date, amount, purpose, recipient, and account code) and all receipts. Petty cash funds will be replenished only upon request to the Business Office in accordance with proper request/accounting procedures, including the disbursement schedule and receipts.

All petty cash funds will be closed out for audit at the end of the school year. Unused funds will be returned to the Business Office for deposit into the General Fund, as designated by the Director of Business Services.

Policy Approved: August 21, 1985

Policy Revised: June 27, 2016