

PETTY CASH ACCOUNTS**DJC**

Building administrators or their designee will administer petty cash funds established for their school as follows:

1. Petty cash may be used to purchase items costing less than \$25.00.
2. No purchase will be reimbursed through a petty cash account unless accompanied by a receipt and noted on the petty cash report.
3. The petty cash report and accompanying receipts should be turned in monthly to the business office to reimburse the fund. The report must be filled out completely.
4. The maximum petty cash allowable for each building is \$100.00. Exceptions to this limit (i.e. Adult Education, Food Service) must be approved by the School Board.
5. When the petty cash account is reimbursed, the appropriate expense account will be charged.
6. Money received must not be put directly into petty cash. This money must be turned into the business office, and the appropriate fund will be credited.

Law Reference:

Appendix Reference:

Date Adopted: November 9, 2005

Last Review Date/Revision: March 19, 2014