

**Financial Management****Petty Cash**

A petty cash fund is a small amount of money (\$200.00 or less) that is managed by an administrator in order to purchase small amounts of supplies or cover unanticipated small expenses, such as materials or refreshments for emergency meetings or unexpected guests. The petty cash fund is obtained with a requisition to the District Finance Office. The designated administrator, the school principal, is accountable for this fund. Funds collected in excess of \$200.00 must be processed for proper deposit and are not to be held at a school site.

The petty cash fund must be used for school purposes (purchase of emergency supplies) and must be documented with receipts. The principal and business manager/designee shall reconcile the petty cash fund monthly. All petty cash expenses, including administrator/s accrued out-of-pocket expenses, shall have a requisition for reimbursement on a monthly basis with back-up information and receipts.

Teachers may not make petty cash purchases without the prior approval of an administrator.

Petty cash should not be used as a short cut to obtain supplies except in an emergency or in cases where very small items make it impractical to order through regular purchasing channels.

Revised March 2002  
Revised April 2001  
Adopted Jan. 1999

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