

Book	Policy Manual
Section	600 Finances
Title	Petty Cash
Code	617
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Purpose

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

Authority

The Joint Operating Committee authorizes the establishment of petty cash funds under the control of designated employees.

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 a monthly total of the disbursement of petty cash funds.

Guidelines

The fund may be replenished with expenditures charged against appropriate accounts.

Each request for funds shall be made in writing and signed by the requester, with any confirming receipts attached.

Receipts are required for all expenditures.

The petty cash box shall be secured by the responsible employee.

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

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

No part of any such funds may be issued or advanced against salary.

Petty cash funds may not be used to accommodate the cashing of personal checks.

Last Modified by Terri Birchard on February 6, 2019