

Series 700: Non-Instructional Operations and Business Services

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798 PETTY CASH PROCEDURES

I. PURPOSE

The School Board authorizes building administrators and directors as custodians to maintain petty cash accounts for the refund of the purchase of low dollar value items.

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II. GENERAL STATEMENT OF POLICY

Procedures:

- A. Petty cash funds shall not exceed \$100 at elementary sites and \$200 at secondary or director sites.
- B. Because of the low value and method of purchasing, all expenditures, including those having sales tax, may be reimbursed in full.
- C. The maximum amount of expenditure to be reimbursed per transaction is \$20.00. An original receipt properly documenting the purpose of each expenditure shall be attached to a signed petty cash voucher.
- D. The custodian of the petty cash fund is responsible for the safe and secure storage of petty cash and:
 1. Shall replenish the fund on an as-needed basis or at least once per month. The request is to be accompanied by the voucher and receipts received during the accounting period. A check from the business office will be issued to the custodian of the funds.
 2. Shall notify the business office of a non-balance or theft within one working day.
 3. Shall pre-approve purchases.
- E. Items not authorized under petty cash:
 1. Advertisements
 2. Subscriptions
 3. C.O.D. orders for merchandise
 4. Drugs or alcohol
 5. Honorariums or fees for services
 6. Flowers, meals, entertainment expenses, refreshments, or other incidental food items

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7. Personal items for the exclusive use of the individual
 8. Travel expenses such as registration fees, lodging, phone, parking, etc.
- F. Any requisition not meeting these guidelines will be rejected by the Business Office. Responsibility for repayment of disallowed reimbursements rests with the person initially authorizing the expenditure. The authorizing official will refund the amount to the petty cash custodian within 72 hours of notification of the disallowance. The individual(s) concerned may appeal such disallowance to the Superintendent of Schools.