

DELAWARE VALLEY SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PETTY CASH

ADOPTED: SEPTEMBER 20, 2012

REVIEWED: SEPTEMBER 13, 2012

617. PETTY CASH	
1. Purpose	Petty cash funds may be used for designated purposes but shall be subject to adequate controls and safeguards.
2. Authority	The Board authorizes the establishment of petty cash funds under the control of designated employees in district buildings in the amount of \$50.00 per building and \$75.00 for the Office of Support Services.
3. Delegation of Responsibility Pol. 811	<p>Each responsible employee shall ensure that petty cash funds are spent only for designated purposes.</p> <p>The person responsible for each petty cash fund shall prepare a total of the disbursement slips periodically.</p>
4. Guidelines	<p>Each request for funds shall be made in writing and signed by the requester, with any confirming receipts attached and the proper account code of expenditure identified on the receipts.</p> <p>Receipts are required for all expenditures.</p> <p>The petty cash box shall be secured by the responsible employee.</p> <p>All petty cash funds shall be closed out for audit at the end of the school year.</p> <p>Funds are not to be used to circumvent the regular purchasing procedure.</p> <p>Petty cash funds may not be used to accommodate the cashing of personal checks.</p>
Board Policy 811	