

# DEER LAKES SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PETTY CASH

ADOPTED:

REVISED: October 20, 2015

<b>617. PETTY CASH</b>	
<b>1. Purpose</b>	<b>Petty cash funds may be used for designated purposes but shall be subject to adequate controls and safeguards.</b>
<b>2. Authority</b>	<b>The Board authorizes the establishment of petty cash funds</b> under the control of designated employees in <b>district</b> buildings.
<b>3. Delegation of Responsibility</b>	<b>Each responsible employee shall ensure that petty cash funds are spent only for designated purposes for which the fund was established, funds are not used to circumvent the regular purchasing procedure, and the petty cash box is secured daily.</b>
Pol. 619	<b>The person responsible for each petty cash fund shall prepare a monthly total of the disbursement of petty cash funds and submit such documentation to the Business Manager with a voucher requesting replenishment in a like amount.</b>
	<b>All petty cash funds shall be closed out for audit at the end of the school year.</b>
	<b>Petty cash funds may not be used to accommodate the cashing of personal checks.</b>
	References:  School Code – 24 P.S. Sec. 510  Board Policy – 610, 611, 612, 619, 811