

Financial Management
PETTY CASH FUNDS

The use of petty cash funds shall be authorized for specific purchases only and shall follow District account procedures.

Each administrator of a school or department with a petty cash fund account may appoint and designate a fund custodian to carry out the bookkeeping and security duties. Monies, which are not specifically petty cash monies, shall not be co-mingled with the petty cash fund. At the conclusion of each school year, all petty cash funds must be closed out and the petty cash vouchers and cash on hand returned to the business office for processing.

The District business office shall be responsible for establishing the procedures involving the use and management of petty cash funds.

Adopted on: 3-14-05

District Reference: District Fund Accounting Procedures