

SCHUYLKILL VALLEY SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PETTY CASH

ADOPTED: February 26, 2001

REVISED:

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.
3. Delegation of Responsibility	<p>The Superintendent shall be responsible for the administrative petty cash account. Principals shall be responsible for their school's account. Reimbursement of each petty cash account shall be through the Business Office.</p> <p>Each responsible employee shall ensure that petty cash funds are spent only for designated purposes.</p>
Pol. 811	The person responsible for each petty cash fund shall be bonded in accordance with Board policy and shall prepare a total of the disbursement slips on a periodic basis.
4. Guidelines	<p>Each request for funds shall be made in writing and be signed by the requestor, with any confirming papers attached.</p> <p>Receipts are required for all expenditures.</p> <p>Funds are not to be used to circumvent the regular purchasing procedure.</p> <p>The petty cash box shall be secured.</p> <p>All petty cash funds shall be closed out for audit at the end of the school year.</p>