

DJC – PETTY CASH ACCOUNTS

Category Recommended – While these policies are not required by law, they are highly recommended for effective school board operations.

A petty cash fund will be established for all school buildings within the District. Such funds shall be for the purchase of minor items and/or provide immediate payment for minor services.

The accounting for petty cash funds shall be on a monthly basis. The accounting report shall be provided to the District Business Administrator. The Superintendent or his/her designee shall establish the necessary controls for accounting and reimbursement of the funds. No single purchase/reimbursement shall exceed \$50.00.

Purchases/reimbursements in excess of \$50.00 shall require a purchase order. In certain cases, the SAU Office or Building Principal, with prior approval of the Business Administrator, may exceed the established single purchase/reimbursement limit.

Additional administrative regulations/procedures governing petty cash funds are established in Appendix DJC-R.

Reviewed & Approved by WSB April 2023

Reviewed by WSB 1/12/09

Approved by WSB 1/22/09

Reviewed & Approved 5/10/18