**WALWORTH POLICY 662.2**

**PETTY CASH ACCOUNTS**

Walworth Jt. District #1 recognizes the need to provide a process to fund financial transactions for which small amounts of cash are necessary that arise unexpectedly or cannot be funded by the regular check issuance policy. The District Administrator will monitor the processing procedures for such transactions as outlined in Administrative Regulations for this policy.

The District Administrator will also designate an employee in the District’s Business Office to serve as the Petty Cash Custodian.

Walworth Jt. District #1 does not discriminate on admissions to any school, class, program, or activity on the basis of sex, religion, national origin, creed, pregnancy, marital status, parental status, sexual orientation, or physical, learning, emotional, or mental disability. All discrimination complaints shall be processed in accordance with established procedures.

**POLICY ADOPTION:** April 27, 1992

**POLICY REVISED:**  October 25, 2010; May 22, 2017