**WALWORTH POLICY 662.2**

**ADMINISTRATIVE REGULATIONS**

**PETTY CASH ACCOUNTS**

The following Administrative procedures will govern Walworth Jt. District #1’s Petty Cash Account:

1. The Petty Cash Custodian will keep accurate records of each petty cash expenditure,

including the date, amount, purpose and recipient. The account, with the approval of the District Administrator, will be replenished, as necessary up to $500.

2. The Petty Cash Account is primarily used for postage costs for district newsletters, bulk

parent communication mailings, mailings of student records, etc.

3. The Petty Cash Account may also be used to pay minor accounts which cannot be

conveniently paid through the issuance of regular checks or the use of the District’s credit card.

4. The Petty Cash Account may be used to facilitate the purchase of items as may be required when time and/or preparation costs make use of a purchase order or credit card impractical.

5. Petty Cash may not be used to cash personal checks or to make change for any school

employee.

6. Petty Cash deposits should not exceed $500.00.

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