

PETTY CASH ACCOUNT

The Board authorizes the establishment of petty cash accounts in the care of the Treasurer and in the amount determined by the Board. The Treasurer shall designate which person(s) may draw money from the petty cash accounts. Funds from the petty cash account may be reimbursed by cash, check or debit/credit card for approved purchases within the district.

Each responsible person shall ensure that petty cash funds are spent only for postage, delivery charges, office supplies, and miscellaneous purchases. No single purchase from the petty cash account shall exceed \$25.00. Funds from the petty cash accounts are not to be used to subvert the regular purchasing procedure.

The custodian designated by the Treasurer of each petty cash fund shall prepare a schedule of disbursements when the funds available in petty cash have declined to less than twenty-five percent (25%) of the full amount authorized and shall show the disbursements by line account numbers. The custodian shall submit the schedule to the Treasurer's office with a voucher requesting replenishment in like amount.