

PETTY CASH PROCEDURES

1. Petty cash funds are to be used for the purchase of minor items where the aggregate cost does not exceed \$50.00 and where the goods to be purchased are not included in the formal tender process.
2. Claims for petty cash reimbursement are to be made only on the forms authorized by Administrative Services and are to be accompanied by the relevant invoices or sales slips.
3. Claims for petty cash reimbursement are to be made for a maximum amount of \$150.00 for elementary and \$500.00 for high schools. Claims should not be submitted more than once a week.
4. Elementary school purchases related to instruction will be charged to the school's budget. High school purchases will be charged to the appropriate high school department as detailed by the principal.
5. Cash on hand must be counted by an individual other than the Budget Manager as indicated by signature.