

A. W. BEATTIE CAREER CENTER

SECTION: FINANCES

TITLE: PETTY CASH

ADOPTED: June 15, 2000

REVISED: March 22, 2012

APPROVED: April 26, 2012

617. PETTY CASH

1. Purpose

Petty cash funds may be used for designated purposes but shall not be subject to adequate controls and safeguards.

2. Authority

In order to facilitate refunds and the minor purchases, the Joint Operating Committee authorizes that a petty cash fund be established in the school, not to exceed \$500.00.

3. Guidelines

Expenditures against this fund must be carefully itemized with receipts and submitted to the Business Office on the last school day of each month. After a budget item is exhausted, no expenditures against this account may be made even from the petty cash fund.

The maximum petty cash reimbursement shall be \$50.00.

Board Policy 811