

SHALER AREA SCHOOL DISTRICT

POLICY 617

SECTION: FINANCES
 TITLE: PETTY CASH
 ADOPTED: June 18, 1998
 REVISED:

617. PETTY CASH

1. Purpose Petty cash funds may be used for designated purposes so long as such funds are subject to adequate controls and safeguards.
2. Authority The Board authorizes the establishment of petty cash funds in the care of the following persons and in the following amounts:

<u>Responsible Title and Location of Fund</u>	<u>Amount</u>
Principal-Burchfield Elementary School	\$ 50.00
Principal-Jeffery Elementary School	50.00
Principal-Marzolf Elementary School	50.00
Principal-Reserve Elementary School	50.00
Principal-Rogers Elementary School	50.00
Principal-Shaler Area Middle School	100.00
Principal-Shaler Area Intermediate School	100.00
Principal-Shaler Area High School	100.00
Business Manager-Administrative Central Office	100.00
Director of Pupil Personnel-Special Education	50.00
Total	\$700.00

3. Delegation of Responsibility Each responsible person shall ensure that:
 1. Petty cash funds are spent only for designated purposes for which the fund was established.
 2. No single purchase for petty cash exceeds: \$15.00.

3. Each request for funds is made in writing with any confirming papers attached and is signed by the requestor.
4. Funds are not used to circumvent the regular purchasing procedure.
5. The petty cash box is secured daily.

Pol. 811

The person responsible for each petty cash fund shall be bonded in accordance with Board Policy 811 and shall prepare a total of the disbursement slips on a periodic basis and submit such documentation to the Director of Business Services with a voucher requesting replenishment in a like amount.

All petty cash funds will be closed out for audit at the end of the school year.

Petty cash funds may not be used to accommodate the cashing of personal checks.

**Board Policy
No. 811**