



Book	BHASD Policies
Section	600 Finances
Title	Petty Cash
Number	617
Status	Active
Adopted	June 28, 2004
Last Revised	March 6, 2017
Last Reviewed	March 6, 2017

Purpose

Petty cash funds may be used for designated purposes but shall be subject to adequate controls and safeguards.

Authority

The Board authorizes the establishment of petty cash funds under the control of designated employees in district buildings.

Delegation of Responsibility

Each responsible employee shall ensure that petty cash funds are spent only for designated purposes.[1]

The person responsible for each petty cash fund shall prepare a total of the disbursement slips annually or as requested by the Business Manager or designee.

Guidelines

Each request for funds shall be made in writing and signed by the requestor, with any confirming receipts attached.

Receipts are required for all expenditures.

The petty cash box shall be secured by the responsible employee.

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

Funds are not to be used to circumvent the regular purchasing procedure.

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

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Last Modified by Katharine Ege on April 10, 2017