

662.3-Rule PETTY CASH FUND PROCEDURES

1. Requests for establishment of petty cash funds will originate with school principals, and may be addressed to the director of business services.
2. Reimbursement from petty cash funds to authorized personnel for minor items purchased for school use will be documented as follows:
 - a. Cash receipt containing the following information:
 - (1) Name and address of vendor
 - (2) Date of purchase
 - (3) Description of items
 - (4) Unit
 - (5) Total cost
 - (6) Acknowledgment of cash payment received
 - (7) Signature of purchaser
 - (8) Signature and approval by the principal
 - b. A copy of petty cash voucher, identifying the purchase to which related, and signed by the person receiving reimbursement.
3. Replenishment of petty cash funds will be based upon the value of authenticated vouchers supporting the request.
4. The principal of each school having a petty cash fund will be responsible to reconcile the fund prior to the end of each fiscal year.

APPROVED: November 11, 1974

REVISED: January 14, 2002