

1 **Charlo Public School District**

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3 **FINANCIAL MANAGEMENT**

7329

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5 Petty Cash Funds

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7 The use of petty cash funds shall be authorized for specific purchases only. Those purchases will
8 include individual purchases of supplies and materials under the amount of Fifty Dollars (\$50),
9 postage, delivery charges, and freight. Individual personal reimbursements which exceed Fifty
10 Dollars (\$50) should not be made from petty cash funds. Petty cash accounts will be maintained
11 as cash on hand, with the total dollar amount of each petty cash account limited to Two Hundred
12 Dollars (\$200) for secondary schools and One Hundred Dollars (\$100) for elementary schools
13 and school offices and departments.
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15 Each administrator of a school or department with a petty cash fund account may appoint and
16 designate a fund custodian to carry out bookkeeping and security duties. Moneys not
17 specifically designated as petty cash will not be co-mingled with the petty cash fund. At the
18 conclusion of each school year, all petty cash funds must be closed out and the petty cash
19 vouchers and cash on hand returned to the business office for processing.
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21 The District business office is responsible for establishing procedures for use and management of
22 petty cash funds.
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26 Policy History:

27 Adopted on:

28 Revised on: