

DJC - PETTY CASH ACCOUNTS

Petty cash funds may be established for schools, the SAU office, and special programs in such instances as they will expedite the purchase of minor items and/or provide immediate payment for minor services. All such accounts must obtain prior approval from the Business Manager.

Expenditures against these funds must be itemized and documented with receipts and will be charged to the applicable budget code. After a budget item is exhausted, no expenditures against the item may be made from petty cash.

Revenues for these funds must not be added to petty cash accounts.

The custodian for such accounts at the schools will be the principal. These authorized custodians are authorized to sign checks drawn against petty cash accounts.

Statutory/Regulatory/Policy/Handbook Cross References

Policy DJC-R, Petty Cash Accounts

Handbook (None)

APPROVED: April 13, 2006