

**PETTY CASH FUNDS**

Petty cash funds established at each of the buildings will have the following use restrictions:

1. Will not be used for cashing personal checks;
2. Will be used for payments or purchases of an emergency or immediate nature only;
3. Will be used to make change for any fee or amount due which is paid in cash; and,
4. Expenditures from these funds will not exceed \$25.00 each unless approved by Director of Business Services.

Annual reconciliation shall be submitted to the District Office for the annual audit.

ADOPTION DATE: May 8, 2000

REVISION DATE(S): March 10, 2008; November 25, 2024

REVIEW DATE(S): October 17, 2024

CROSS-REFERENCE:

LEGAL REFERENCE: