



Policy Number:	5080
Policy Title:	Petty Cash

1. A petty cash fund shall be maintained in the District office having a balance-on-hand maximum of \$200.00.
2. Petty cash may be advanced to District staff or Directors upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to a designated person, and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$25.00.
3. Whenever employees or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash may be reimbursed from the District's petty cash fund. When a receipt is not obtainable, a reimbursement slip must be signed indicating why a receipt is unavailable and the reimbursement amount. The maximum reimbursement without a receipt is \$10.00.
4. No personal checks shall be cashed in the petty cash fund.
5. The petty cash fund shall only be replenished by a check from the General Fund Account and shall be recorded in the appropriate expense accounts.
6. The petty cash fund should be reviewed for internal controls as part of the annual audit.