

Petty Cash Accounts

DJB-R

1. Petty cash funds shall be established by the Board annually.
2. Petty cash funds are to be used for the following purposes:
 - a. Miscellaneous postage
 - b. Collect deliveries
 - c. Small disbursements
3. Petty cash funds shall NOT be used for the following purposes:
 - a. Travel expenses
 - b. Casual labor costs or regular salaries unless specified by law.
4. Petty cash funds will be replenished only upon presentation of an itemized and receipted accounting for the fund.
5. Petty cash funds must be reconciled and accounted for whenever the fund is depleted and at the end of each fiscal year.
6. Principals and the superintendent are responsible for the funds and any shortage of funds should a shortage occur.