

Petty Cash Accounts

In order to facilitate reimbursements of minor purchases, the Board shall authorize petty cash funds from the Administrative Director's office.

Expenditures against these funds must be itemized and reported to the Board whenever replenishment may be authorized by the Administrative Director. Expenditures from petty cash funds shall be charged to the applicable budget category. Once a budget category item is exhausted, no further expenditure against the budget category item may be made from the petty cash funds. All expenditures against this account must be supported by detailed receipts.

Petty Cash Accounts

1. Petty cash funds shall not exceed \$200.00.
2. Petty cash funds are to be used for small disbursements and reimbursements.
3. Petty cash funds will be replenished only upon presentation of an itemized purchase order.
4. Petty cash funds must be reconciled and accounted for monthly.

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