

NORTHERN LEBANON SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PETTY CASH

ADOPTED: May 12, 1987

REVISED:

617. PETTY CASH	
1. Purpose	Petty cash funds may be used for designated purposes so long as such funds are subject to adequate controls and safeguards.
2. Authority	The Board authorizes the establishment of petty cash funds in the various schools of the district.
3. Delegation of Responsibility	<p>Each responsible person shall ensure that petty cash funds are spent only for designated purposes for which the fund was established; each request for funds is made in writing with any confirming papers attached and is signed by the requester; funds are not used to circumvent the regular purchasing procedure; the petty cash box is secured daily.</p> <p>The person responsible for each petty cash fund shall be bonded in accordance with P.G. 811 and shall prepare a total of the disbursement slips and submit such documentation to the Business Manager with a voucher requesting replenishment in a like amount.</p> <p>All petty cash funds will be audited at the end of the fiscal year.</p> <p>Petty cash funds may not be used to accommodate the cashing of personal checks.</p>