

Administrative Procedure 503

PETTY CASH

Background

In order to facilitate some flexibility in accommodating minor miscellaneous expenses, a petty cash account will be established at the division office and in each of the schools.

Procedures

1. The Secretary-Treasurer shall be given an impress petty cash fund in the amount approved by the Superintendent to be used for general office purposes in accordance with the following:
 - 1.1 All petty cash funds shall be allocated from the approved budget and accounted for accordingly.
 - 1.2 Receipts for petty cash items shall be attached to the petty cash requisition before payment is approved.
2. The Principal shall be given an impress petty cash fund in the amount approved by the Superintendent in accordance with the following:
 - 2.1 All petty cash funds shall be allocated from approved school budgets and accounts.
 - 2.2 Receipts for petty cash items shall be attached to the petty cash requisition before payment is approved.