

1 **Potomac Elementary**

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3 **FINANCIAL MANAGEMENT**

7329

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5 Petty Cash Funds

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7 The use of petty cash funds shall be authorized for specific purchases only. Those purchases will
8 include individual purchases of supplies and materials under the amount of \$10.00, postage,
9 delivery charges, and freight. Individual personal reimbursements which exceed \$10.00 should
10 not be made from petty cash funds. Petty cash accounts will be maintained as cash on hand, with
11 the total dollar amount limited to \$100.00.

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13 Moneys not specifically designated as petty cash will not be comingled with the petty cash fund.
14 At the conclusion of each school year, all petty cash funds must be closed out and the petty cash
15 vouchers and cash on hand returned to the business office for processing.

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17 The District business office is responsible for establishing procedures for use and management of
18 petty cash funds.

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22 Policy History:

23 Adopted on: May 9, 2011

24 Reviewed on:

25 Revised on: