

**DISTRICT REVOLVING FUND**

The Governing Board has established by resolution a revolving cash fund for use by the Superintendent or designee in paying for goods, services and other charges determined by the Board, including supplemental payments required to correct any payroll errors.

At the request of the Board, County Auditor or County Superintendent of Schools, the Superintendent or designee shall give an account of the fund.

The Board shall review and revise fund usage as appropriate.

The revolving fund shall be used for only the following purposes:

1. Correction of wage errors; excluding prepayment of wages.
2. Emergency payments.
3. Occasionally used to pay vendors when oversight occurs.
4. Petty cash to sites and/or departments.

*(cf. 3541 - Petty Cash Funds)*

5. As a time management and money saving tool.
6. Occasional travel advances when insufficient time exists prior to the event.
7. Personal expense prepayment and/or reimbursement if hardship is demonstrated.
8. Other payments that in the judgment of the Superintendent or designee would promote prudence and planning.