

PETTY CASH FUNDS

In order to facilitate minor purchases, the Superintendent or designee may establish petty cash funds at a school or within a department. The petty cash fund shall be used for unforeseen, small expenses, such as postage or individual purchases of supplies.

Petty cash funds shall not exceed \$300. The principal or designee shall be responsible for all expenditures from the fund and shall create a system for tracking fund expenditures. Each expenditure shall be supported by appropriate documentation.

Expenditures shall be reconciled and accounted for whenever the principal requests that the fund be replenished, at the end of the fiscal year, or at the request of the Superintendent or designee.

(cf. 3400 – Management of District Assets/Accounts)

The principal or designee shall ensure that the petty cash fund is kept in a safe and secure location.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35250 Duty to keep certain records

41020 Requirement for annual audit

42800-42810 Revolving funds

WEB SITES

California Association of School Business Officials: <http://www.casbo.org>

Regulation
approved: January 23, 1992
revised: March 8, 2018

MURRIETA VALLEY USD
Murrieta, California