

# BERMUDIAN SPRINGS SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PETTY CASH

ADOPTED: March 14, 2006

REVISED:

	617. PETTY CASH
1. Purpose	Petty cash funds may be used for designated purposes but shall be subject to adequate controls and safeguards.
2. Authority	The Board authorizes the establishment of petty cash funds under the control of designated employees in district buildings.
3. Delegation of Responsibility Pol. 811	Each responsible employee shall ensure that petty cash funds are spent only for designated purposes and are kept secured.  The person responsible for each petty cash fund shall prepare a total of the disbursement slips annually.
4. Guidelines	Petty cash accounts are maintained in the various buildings. Items costing less than one-half of the total value of the fund may be purchased through these funds, subject to the prior approval of the principal.  Each request for funds shall be made in writing and signed by the requestor, with any confirming receipts attached.  Receipts are required for all expenditures.
Board Policy 811	