

Timberlane Regional School District	Policy Code: DJC
Adopted: 05-05-83 Reaffirmed: 01-03-91 Revised: 03-17-11	Page 1 of 1

PETTY CASH ACCOUNTS

A petty cash fund will be established for all school buildings within the District. Such funds shall be for the purchase of minor items and/or provide immediate payment for minor services.

The accounting for petty cash funds shall be on a monthly basis. The accounting report shall be provided to the District Business Administrator. The Superintendent or his/her designee shall establish the necessary controls for accounting and reimbursement of the funds. No single purchase/reimbursement shall exceed \$50.00. Purchases/reimbursements in excess of \$50.00 shall require a purchase order. In cases of emergencies, the Building Principal, with prior approval of the Business Administrator, may exceed the established single purchase/reimbursement limit.

The maximum petty cash allowed is \$200.00 per account.

Additional administrative regulations/procedures governing petty cash funds are established in Appendix DJC-R.

Appendix DJC-R

DJC - PETTY CASH ACCOUNTS