

Hampton School District Policy

Section: D
Code: DJC
Title: Petty Cash Accounts
Category: R (Recommended)
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.

DATE:
Adopted: August 16, 2004, Sept. 14, 2010
Reviewed: August 2010
Revised: August 2010
Cancellation: