

# DJC Petty Cash Accounts

## PETTY CASH ACCOUNTS

In order to facilitate refunds and minor purchases, the Board authorizes a petty cash fund in each school and in the Central Office.

A school's petty cash fund shall not exceed \$ 150.00. The Central Office petty cash fund shall not exceed \$ 150.00.

The custodian for such accounts at the schools will be the building administrator. The account custodian at the Central Office will be the Superintendent/designee. Each transaction must be supported with proper receipts.

Justifiable expenditures from the petty cash accounts include but not be limited to: miscellaneous materials and supplies (\$ 150.00 maximum) for office supplies, postage and shipping. Purchasing with petty cash funds should not be used to circumvent Board policies establishing purchasing authority or administrative purchasing procedures.

The petty cash funds will be replenished through Regional School Unit 1 Business Office procedures after approval by the Superintendent/designee.

Adopted: April 13, 1992 Reviewed and Adopted: May 8, 2006 Revised: April 28, 2014, March 27, 2023

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