

HAMBURG AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PETTY CASH

ADOPTED: July 13, 2015

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility Pol. 811</p> <p>4. Guidelines</p>	<p style="text-align: center;">617. PETTY CASH</p> <p>Petty cash funds may be used for designated purposes but shall be subject to adequate controls and safeguards.</p> <p>The Board authorizes the establishment of petty cash funds under the control of designated employees in district buildings.</p> <p>Each responsible employee shall ensure that petty cash funds are spent only for designated purposes.</p> <p>The person responsible for each petty cash fund shall prepare a total of the disbursement slips periodically and submit such documentation to the Business Manager with a voucher requesting replenishment.</p> <p>Each request for funds shall be made in writing and signed by the requester, with any confirming receipts attached.</p> <p>Receipts are required for all expenditures.</p> <p>The petty cash box shall be secured daily by the responsible employee.</p> <p>All petty cash funds shall be closed out for audit at the end of the school year.</p> <p>Funds shall not to be used to circumvent the regular purchasing procedure.</p> <p>Petty cash funds may not be used to accommodate the cashing of personal checks.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Board Policy – 811</p>
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