

Tyrone Area School District

TITLE: PETTY CASH

ADOPTED:

REVISED:

	617. PETTY CASH
1.Purpose	Petty cash funds may be used for designated purposes so long as such funds are subject to adequate controls and safeguards.
2.Authority	The Board authorizes the establishment of petty cash funds in the various schools of the district.
3.Delegation of Responsibility	Each responsible person shall ensure that petty cash funds are spent only for designated purposes for which the fund was established; each request for funds is made in writing with any confirming papers attached and is signed by the requestor; funds are not used to circumvent the regular purchasing procedure; and the petty cash box is secured daily.
Pol. 811	The person responsible for each petty cash fund shall prepare a total of the disbursement slips on a periodic basis. All petty cash funds will be closed out for audit at the end of the school year. Petty cash funds may not be used to accommodate the cashing of personal checks.
Board Policy No. 811	