



Petty Cash Accounts Administrative Procedure 5.120

5.0 Business Administration

Board Governance Policy Cross Reference: 1, 2, 3, 12, 16

Legal Reference:

Date Adopted: August 1976

Date Amended: November 2006

Petty Cash funds may be provided in each school and the Division Office to deal with such day-to-day minor expenditures as are impractical to pay through the normal accounts payable procedures of the Division. The Petty Cash funds established shall not exceed \$100.00 in any location.

All disbursements of money from Petty Cash funds shall include the issuance of a Petty Cash Voucher, accompanied by an independent receipt where practicable. All Petty Cash Vouchers shall be approved by the proper divisional administrative personnel. All Petty Cash Vouchers shall also be signed by the person receiving funds and such signed vouchers shall be a valid indication of payment for all accompanying receipts.

Persons in charge of Petty Cash funds shall keep accurate records of funds in their possession. Upon requisitioning for replenishment of Petty Cash Funds, such records shall be submitted to the Secretary-Treasurer for approval prior to reimbursement.

All Petty Cash funds and records shall be available for purposes of internal or external audit procedures when required.