

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

FINANCES
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PETTY CASH

The Board of Education recognizes the convenience afforded the day-to-day operation of the schools by the establishment of one (1) or more petty cash funds. The Board shall appropriate controls to prevent abuse of such funds.

Each custodian of a petty cash fund shall ensure that the funds in his/her care shall be distributed only for minor expenditures not readily deferred. No petty cash fund may be used to circumvent the purchasing procedures required by law and the policies of this Board. A request for petty cash funds must be made in writing, be signed by the person making the request, and include such supporting documentation as may be appropriate. The petty cash box must be secured daily.

The custodian of each petty cash shall request reimbursement when necessary.

All petty cash funds will be closed out or made whole for audit at the end of the school year as appropriate.