

PETTY CASH:

1. The petty cash fund should never exceed \$400.
2. Office administrators are the custodian of the petty cash funds.
3. A single disbursement from petty cash should not exceed \$50.00.
4. When a request for petty cash is made, the item will be listed on the Petty Cash Reconciliation Sheet. A description of the item shall be recorded together with the amount. A detailed vendor receipt must be included.
5. Receipt of cash funds shall be recorded with description and who paid.
6. Monthly the Executive Assistant shall count all petty cash and reconcile with Petty Cash Reconciliation Sheet.
7. Monthly all entries shall be entered into accounting software in accordance with income or expense as reported.
8. The petty cash box is to be locked unless disbursing, replenishing or counting funds.
9. It is a policy of the District not to cash checks of any kind through the petty cash fund.