# CARLISLE AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PETTY CASH

ADOPTED: November 16, 2006

REVISED:

| | 617. PETTY CASH |
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| 1. Purpose | Petty cash funds may be used for designated purposes but shall be subject to adequate controls and safeguards. |
| 2. Authority | The Board authorizes the establishment of petty cash funds under the control of designated employees in district buildings. |
| 3. Delegation of Responsibility Pol. 811 | Each responsible employee shall ensure that petty cash funds are spent only for designated purposes.<br><br>The person responsible for each petty cash fund shall prepare a total of the disbursement slips monthly. |
| 4. Guidelines | Each request for funds shall be made in writing and signed by the requester, with any confirming receipts attached.<br><br>Receipts are required for all expenditures.<br><br>The petty cash box shall be secured by the responsible employee.<br><br>All petty cash funds shall be closed out for audit at the end of the school year.<br><br>Funds are not to be used to circumvent the regular purchasing procedure.<br><br>Petty cash funds may not be used to accommodate the cashing of personal checks. |
| Board Policy 811 | |