

FISCAL MANAGEMENT

CODE: DJC
POLICY

PETTY CASH OR IMPREST FUNDS

In order to simplify refunds and minor purchases, the board of trustees may authorize petty cash funds for schools in the central administration office as found desirable.

Expenditures against these funds must be itemized and turned in to the board whenever replenishment is requested. Expenditures from petty cash shall be charged to the applicable budget category.

REVISED POLICY

ADOPTION DATE: AUGUST 23, 1989

REVISION DATE: NOVEMBER 8, 1995

REVIEW DATE: NOVEMBER 12, 2014