



Book	Policy Manual
Section	600 Finances
Title	Petty Cash
Code	617
Status	First Reading
Adopted	March 8, 2001
Last Revised	June 12, 2025

Purpose

Petty cash funds may be used for designated purposes so long as such funds are subject to adequate controls and safeguards.

Authority

The Board authorizes the establishment of petty cash funds in the care of the following persons and in the following amounts:

<u>Responsible Title and Location of Fund</u>	<u>Amount</u>
District Office	\$3,500

Delegation of Responsibility

Each responsible person shall ensure that:

1. Petty cash funds are spent only for designated purposes for which the fund was established[1]
2. The petty cash box is secured daily.

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