

Code D: Business Administration

POLICY TITLE AND CODE PETTY CASH FUNDS	DHB
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STATEMENT OF POLICY

A petty cash fund shall be established in each work center.

RATIONALE

Petty cash funds are to permit the direct purchase of minor items.

AUTHORITY

➤ *The Education Act, Section 85*

GUIDELINES

1. Petty cash funds are to be administered by the principal and are subject to audit at any time.
2. The limits for elementary and high schools shall be determined annually.
3. Petty cash funds are to be used solely for payment of postage, minor office supplies, consumables, and other incidentals as may be necessary from time to time. Petty cash funds are not to be used to purchase equipment or items related to curriculum and instruction.

PROCEDURES

1. Claims for petty cash reimbursement are to be made on the authorized forms and are to be accompanied by pertinent sales slips.
2. Petty cash funds may be subject to audit at any time.

REFERENCES

Statement of Educational Commitment of Greater Saskatoon Catholic Schools:
- To practice stewardship with respect for all of God's creation

FORMS

Administrative Services Division Manual

DATE APPROVED

June 22, 1982

DATES AMENDED

March 26, 1986

July 20, 1988

May 29, 1995

June 2004

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