

PETTY CASH

Petty cash accounts of various amounts permitting sundry purchases are kept in schools, in the garage, in the Administration Office and by other authorized persons designated by the Superintendent and/or Secretary-Treasurer.

Petty Cash Accounts

- Intended for expenditures with a value of less than \$25.00
- The Petty Cash Fund is the responsibility of the administrator or employee to whom the funds are entrusted.
- The Petty Cash Fund will be replenished by the Division upon presentation of a petty cash claim form, supported by original authorized receipts/invoices attached to same.
- Petty Cash Funds must be reconciled and accounted for whenever the fund is depleted and at the end of each month.
- The Petty Cash Fund must be stored in a locked, secured location.
- Petty Cash cheques shall be issued to the school principal at the beginning of each school year and surrendered by the principal (receipts/invoices and cash on hand) at the end of the fiscal year.
- In rare situations where an invoice or purchase receipt for services is not possible, the petty cash voucher must include:
 1. Date of event/expenditure
 2. The activity or service provided
 3. Printed name of the person receiving petty cash funds
 4. Signature of person receiving petty cash funds
 5. Amount received
 6. Administrators' signature authorizing payment.