

Petty Cash Accounts

The Board recognizes that there may be a need for small expenditure reimbursements at district schools and departments. Under Board policy DJB – Petty Cash Accounts, the Board authorizes the director of administrative services (DAS) to establish petty cash funds and determine petty cash procedures. These administrative regulations further define expectations for petty cash funds.

1. The DAS will establish the dollar value of each petty cash account annually.
2. The DAS will develop procedures to establish and maintain accountability for petty cash funds to ensure adequate safeguards and controls exist.
3. The DAS will ensure that training is provided to each petty cash custodian.
4. The DAS, or designee, will ensure that petty cash funds are reconciled on a regular basis.
5. The DAS, or designee, will conduct random audits of petty cash accounts.
6. Employees, including administrators, must obtain prior approval from their supervisor prior to making purchase and will complete the necessary paperwork in advance of purchase. Preapproval will document the business purpose for the purchase.
7. Petty cash reimbursements shall follow the guidelines below:
 - a. Allowable expenses:
 - (1) Food or beverages for meetings, as allowed by district guidelines; and
 - (2) Small supply purchases.
 - b. Inappropriate expenses:
 - (1) Payments for services;
 - (2) Equipment rentals;
 - (3) Travel registrations, advances, meals, or other reimbursements for travel;
 - (4) Employee loans;
 - (5) Cashing personal checks;
 - (6) Purchases of personal items;
 - (7) Furniture;
 - (8) Technology items;
 - (9) Facility items (i.e. paint); or
 - (10) Purchases with a potential conflict of interest (Examples: purchasing personal items such as books belonging to a staff member; purchasing items from a vendor owned by a staff member).

8. Employees will submit original, itemized receipts for reimbursement along with documentation of preapproval.
9. The DAS will report any misuse of petty cash funds to the superintendent and/or deputy superintendent.
10. Misuse of petty cash funds may include disciplinary action up to and including termination.