

Pilot Rock School District 2R

Code: **DJB-AR**
Revised/Reviewed: 5/20/98; 1/18/17
Orig. Code(s): DJB-AR

Petty Cash Accounts

After July 1, each principal sends in a requisition and claim form to establish the petty cash fund. The amount of the petty cash fund is \$100 for the administration building and each school.

Each expenditure should be approved by the principal and signed by the person making the expenditure and should also include a receipted bill.

The petty cash fund may be reimbursed as often as once each month if the fund is depleted to \$25 or less. After audit and approval by the accounting office, a check is drawn for the amounts expended and charged to the proper budget codes. After the check is signed by the fiscal officer, it is returned to the school which needs to replenish its petty cash fund.

All forms to handle the petty cash fund may be secured from the administration building.