

SCHOOL DISTRICT OF WAUZEKA-STEUBEN

PETTY CASH FUNDS

The petty cash fund in the amount of \$1,000 shall be established for the purpose of paying small obligations for which the issuance of a formal voucher and check would be too expensive and time consuming, in addition to creating cash boxes for events.

Petty cash monies may be used for minor purchases of emergency supplies, postage, refunds, and out of pocket expenses.

Cash plus receipted expenditures shall always equal the original approved petty cash. Petty cash expenditures shall be receipted whenever possible.

Petty cash shall not be used where appropriate purchase orders can be used or where sufficient time is available to request monies from the District general fund.

The petty cash fund shall be replenished no later than the 25th of each month. Expenditures from this fund must be documented and carefully itemized each month with the replenishment voucher by the Business Official in charge of the fund.

Legal References:

Cross References:

Adoption Date: 1/15/1990

Date Revised & Reviewed: 3/17/2025