



**DJC**  
**PETTY CASH ACCOUNTS**

Occasionally, schools or office personnel need to make minor purchases or incur minor expenses. The following procedure outlines the method for reimbursement of these expenses.

**Procedure**

The Secretary-Treasurer will establish a small petty cash fund in each school or office building in the division meant for minor purchases and refunds.

The Principal and school secretary are responsible for monitoring and managing the petty cash fund. Petty cash funds will be kept in a safe or locked box in a locked cabinet in a secured office. Petty Cash Agreements (DJC-E1) must be signed by the Principal or School Secretary.

The petty cash fund will be used for reasonable expenses associated with the school supply budget allocations. Purchases may be made by the authorized personnel of the school/office and must be approved by the Principal or school secretary.

Purchases over \$75.00 must receive prior approval from the Secretary-Treasurer. Purchases of postage or home economics/industrial arts supplies are exceptions and have a limit of \$150.00.

Purchases of electronic materials (e.g., DVD players, radios, etc.) are not permitted.

As required, the school secretary is responsible for replenishing the petty cash fund. To do this, they must submit a Petty Cash Reimbursement Form (DJC-E2) with attached receipts. The amount of the reimbursement request must match the total amount of the receipts on hand.

The request for replenishment of the fund cannot exceed the total available petty cash assigned to each respective school.

Formerly 4120

<b>Cross Reference:</b>		
<b>Date Adopted:</b> August 1, 2017	<b>Date Amended:</b>	<b>Board Motion(s):</b>
<b>Policy:</b>	<b>Guidelines:</b>	<b>Exhibit:</b> DJC-E1, DJC-E2