

Mark W. McLaughlin, Ed.D.
Superintendent

Victor P. Hayek, Ed.D.
Assistant Superintendent, Business Services



PETTY CASH REQUIREMENTS

Petty Cash

1. Regulated by Board Policy 3314.2 and CA Code 42810
 - a) *The Board shall name the administrators who will have use and control of the funds. Officials so named shall be responsible for all payments into the accounts as well as expenditures from the accounts, subject to restrictions established by the Board.*
 - b) *No funds maintained in a revolving fund shall be used in an attempt to influence government decisions, for entertainment purposes, or for any other purpose not related to classroom instruction.*
2. Maximum petty cash per event \$50.
3. Reconciled at a minimum on a quarterly basis.
4. All expenditures must have prior approval.
5. Internal petty cash log must be kept.

Petty Cash Prohibited Use

1. Purchases not related to classroom instruction (BP 3314.2, CA Code 42810).
2. Cashing checks or loaning money to employees or others.
3. Reimbursement for travel, conference or mileage expenses.
4. Payments for any services.
5. Payments for the loss or damage of personal property.
6. Refund of book or material fees (A Check Request Form needs to be submitted to Fiscal Services).
7. Expenditures exceeding \$50.00.
8. Refreshments/Meals unless pre-approved and not handled by Child Nutrition Services.
9. Equipment repairs.
10. Expenditures for vendors who accept district purchase orders.
11. Expenditures charged to programs with insufficient funds.
12. Gifts of any kind.