



File DKA

PETTY CASH ACCOUNTS

The Board authorizes the Secretary-Treasurer to establish petty cash funds subject to the following regulations and limitations. Such fund amounts will be set in relation to the needs and circumstances of the various schools and departments.

1. Petty cash funds are to be used for the following purposes:
 - a) miscellaneous postage
 - b) collect deliveries
 - c) small disbursements under \$40.00

2. Petty cash funds are not to be used for the following purposes:
 - a) travel
 - b) salaries and casual labour
 - c) school supplies or other items in excess of \$40.00
 - d) telephone
 - e) loans to staff

3. Petty cash funds will be replenished only upon presentation by the petty cash custodian of receipts and a purchase request to the Administrator of Accounts and Purchasing. An itemization of charges shall be shown on the request.

4. Petty cash funds must be reconciled and accounted for:
 - a) whenever the fund is depleted; and
 - b) at the end of each month.

5. Petty cash custodians are responsible for the funds and shortages of funds should this occur.