

Sparta Area School District

Article 155 - Petty Cash

One central petty cash checking account and one nutrition services petty cash checking account shall be established. The central office petty cash checking account will only be used for refunds, such as library fines, fees, and other miscellaneous reimbursements. The maximum amount of any petty cash disbursement shall be \$100.00. Use of petty cash will be rare.

The nutrition services petty cash checking account will only be used to refund nutrition services meal accounts, to the responsible adult, when individual meal accounts are closed.

The maximum balance of any petty cash checking account shall be \$500. These accounts shall be replenished when the balance falls below one half of the authorized amount. The building secretaries are to complete a Petty Cash Check Request form for the refund to be processed. The completed Petty Cash Check Request form shall then be routed to the Business Office for payment. Because the district is a tax-exempt organization, sales tax will not be reimbursed for purchases. The Business Office will reconcile petty cash checking accounts monthly.

All small purchases of supplies and other items shall be made using the Small PCard (see Policy 156B).

Legal Reference:

Cross Reference: Article 156 Financial Procedures
 Article 156B Purchasing Cards

Approved:

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 August 23, 2011
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