

PETTY CASH ACCOUNTS

In accordance with law, the Board may establish petty cash accounts for the schools in the district, not to exceed the amount of \$100 in each account. This account may be used to facilitate refunds and minor purchases of the school district. Justifiable expenditures from the petty cash accounts will include but not be limited to miscellaneous materials and supplies. All items purchased with petty cash funds should meet the criteria of an expedient nature and shall not be used to circumvent established policy on purchasing authority. Petty cash may not be used to purchase substitute items for supplies stocked in the school district warehouse.

Expenditures against these funds must be itemized and documented with receipts and will be charged to the applicable budget code. After a budget item is exhausted, no expenditures against the item may be made from petty cash.

The petty cash funds will be replenished and are to be reimbursed through accounts payable after approval by the business manager.

Expenditures against this account must be itemized, documented with receipts, and will be charged to the applicable fund. After a budget item is exhausted, no expenditures against the item may be made from petty cash.

The Board will authorize an employee in each school to be accountable for the petty cash account. Disbursements from the account will not require Board approval or the signature of the Board president or the business manager.

Adopted	12/15/81
Revised	05/24/88
Revised	01/11/94
Revised	10/27/98
Revised	10/26/15

Legal References:

SDCL 13-18-1 - Check, warrant or electronic funds transfer required for payment of school funds
SDCL 13-18-2 - Contents and signing of checks and warrants
SDCL 13-18-16 - Petty cash account