

Sunrise School Division

Divisional Procedure

Number – 4120

Procedure Title	Divisional Procedure: Petty Cash		
Date of Issue	March 1, 2005	Related Procedure	
Revision Dates		Related Forms	F-PC-1; F-PC-2
Review Date	March 1, 2006	Originator	Secretary Treasurer

Rationale

Sunrise School Division requires a procedure that will provide for a method of reimbursement for minor purchases and incidentals that may be required by schools or office personnel.

Procedure

In order to facilitate minor purchases and minor refunds, the Secretary-Treasurer shall establish a small petty cash fund in each school or office building. The fund appropriated to petty cash shall be based on approval by resolution of the Board.

The safekeeping and management of the petty cash will be under the responsibility of the Principal and School Secretary to manage. These individuals are responsible to ensure that the petty cash funds are kept secure in a safe or locked box in a locked cabinet in a secured office. Petty Cash Agreements (F-PC-1) must be signed by the Principal and School Secretary.

From petty cash shall be paid purchases made by the authorized personnel of the school/office and approved by the Principal or School Secretary for reasonable incidentals associated with school supply budget allocations.

Purchases shall not exceed \$75.00 each unless prior approval is received from the Secretary-Treasurer with the exception of purchases for postage, Home Economics and Industrial Arts supplies which have a limit of \$150.00.

Purchases are not to include any electronic materials, examples (DVD players, radios, etc.)

The School Secretary must replenish petty cash as required, by submitting a Petty Cash Reimbursement form (F-PC-2) with attached receipts for an amount equal to the total of the receipts on hand.

The request for replenishment of the fund **shall never exceed** the total available petty cash assigned to each respective school.

Only funds from petty cash shall be used to reimburse purchases. School bank accounts **should never be used** for payment of petty cash reimbursements.

The Secretary Treasurer or designate has the authority to remove the petty cash from the school if it has been misused or improperly maintained.