

MORRISVILLE BOROUGH SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PETTY CASH

ADOPTED: May 28, 2008

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>Pol. 811</p> <p>Board Policy 811</p>	<p style="text-align: center;">617. PETTY CASH</p> <p>Petty cash funds may be used for designated purposes so long as such funds are subject to adequate controls and safeguards.</p> <p>The Board authorizes the establishment of petty cash funds in the care of the designated persons among the various schools of the district.</p> <p>Each responsible person shall ensure that:</p> <ol style="list-style-type: none"> 1. Petty cash funds are spent only for designated purposes for which the fund was established. 2. Each request for funds is made in writing with any confirming papers attached and is signed by the requestor. 3. Funds are not used to circumvent the regular purchasing procedure. 4. The petty cash box is secured daily. <p>The person responsible for each petty cash fund shall be bonded in accordance with Board Policy 811 and shall prepare a total of the disbursement slips on a periodic basis.</p> <p>All petty cash funds will be closed out for audit at the end of the school year.</p>
----------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------