

**EASTERN
WESTMORELAND
CAREER &
TECHNOLOGY CENTER**

SECTION: FINANCES

TITLE: PETTY CASH

ADOPTED: APRIL 22, 2015

REVISED:

617. PETTY CASH	
1. Purpose	Petty cash funds may be used for designated purposes but shall be subject to adequate controls and safeguards.
2. Authority	The Joint Operating Committee authorizes the establishment of petty cash funds under the control of designated employees. The Business Manager shall establish guidelines for the use and distribution of Petty Cash funds.
3. Delegation of Responsibility Pol. 811	<p>The Business Manager shall ensure that petty cash funds are spent only for designated purposes.</p> <p>The person responsible for the petty cash fund shall prepare a monthly total of the disbursement of petty cash funds.</p>
4. Guidelines	<p>Each request for funds shall be made in writing and signed by the requester, with any confirming receipts attached.</p> <p>Receipts are required for all expenditures.</p> <p>The petty cash box shall be secured by the responsible employee.</p> <p>All petty cash funds shall be closed out for audit at the end of the school year.</p> <p>Funds are not to be used to circumvent the regular purchasing procedure.</p> <p>Petty cash funds may not be used to accommodate the cashing of personal checks.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p> <p>Joint Operating Committee Policy – 811</p>