

## AP 4.2.2 PETTY CASH

### **1. PURPOSE**

Petty Cash may be used when the use of purchase orders or charge accounts is impractical.

### **2. PROCEDURES**

1. The Principal or District Manager is responsible for the security and management of Petty Cash.
2. The petty cash fund should be kept in a locking cash box and or in a safe.
3. Receipts and cash should always equal the exact amount of the petty cash fund
4. Receipts are to be retained for all expenses
5. The petty cash fund will not be over expended and should be replenished when the fund gets low.
6. The petty cash voucher form must be used for all petty cash reimbursements
7. The petty cash voucher form must be completed and sent to Finance office as at June 30<sup>th</sup> each year.

### **3. AUDIT**

- Each petty cash fund may be audited at any time.

### **4. GUIDELINE**

- Petty Cash is \$500 per school site and Administration Office.

#### **Associated**

B2.2.1 *Petty Cash Voucher Form*