

PETTY CASH

Each school will operate a petty cash fund which will be replenished on an imprest* system. All petty cash purchases will be limited to local purchases under \$25.00 with no travel, registrations or meals being reimbursed. All receipts must be original receipts. Two or more receipts from the same source on the same day totaling more than \$25.00 will not be reimbursed. For reimbursements between \$25 and \$50 (less sales tax), see policy 705.3.

- Petty cash should be based upon a 45-day supply of cash.
- Replenishment of petty cash should be made as needed, within payment guidelines.
- Petty cash records shall be maintained on the form provided by the central office.

* An imprest system is a system for handling disbursement whereby a fixed amount of money is set aside for a particular purpose. Disbursements are made from time to time as needed. At certain intervals, a report is rendered of the amount disbursed, and the cash is replenished for the amount of the disbursement, ordinarily by check drawn on the fund or funds from which the items are payable. The total of cash plus unreplenished disbursements must always equal the fixed sum of cash set aside.

It shall be the responsibility of the district administrators and designees to maintain and authorize expenditures from the petty cash fund.

Legal Reference: Iowa Code §279.8 (2011).

Cross Reference: 401.16 Credit Cards/Purchasing Cards
401.16R1 Administrative Regulations - Credit Cards/Purchasing Cards
401.16E1 Purchasing Card Program
705 Expenditures
705.3 Purchase Orders - Leases
705.5 Payment for Goods and Services

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