

No. 617-AR

NORTHERN LEHIGH
SCHOOL DISTRICT

ADMINISTRATIVE
REGULATION

PETTY CASH FUNDS

Procedure for utilization of petty cash funds:

1. Upon submission of an appropriate requisition, the administrator for the petty cash fund will be issued up to \$50.00 in cash.
- Pol. 617 2. All expenditures will be within the guidelines in the Board Policy on petty cash funds.
3. All expenditures out of petty cash funds must be approved by the appropriate administrator.
4. Upon presentation of a valid receipt for the expenditure, along with a properly completed petty cash voucher, reimbursement to the employee shall be made.
5. The expenditure shall be properly noted on the petty cash fund accounting form.
6. Upon depletion of the monies in the petty cash fund, the administrator will submit the petty cash accounting form along with all verifying receipts and vouchers.
7. Upon submission of a new petty cash requisition form, the petty cash fund will be replenished. No petty cash funds will be replenished after June 4 of any fiscal year.
8. All petty cash funds will be issued by the Business Manager. All requisitions for and verifying data to support expenditures will be turned into the Business Manager.
9. All petty cash funds and/or receipts will be reconciled with the Business Manager no later than June 21 of any fiscal year.