



Rolling River School Division

ADMINISTRATIVE PROCEDURE

DJB – PETTY CASH

The Board of Trustees approves the provision of Petty Cash funds to each school, the Administration, Maintenance and Transportation offices.

Petty Cash shall be used for the purchase of items of small value that are required for immediate use and are not available from an approved vendor that accepts purchase orders.

Large value items and items not required for immediate use shall be ordered through the use of purchase orders.

1. Petty Cash shall be assigned to a maximum of \$250.00 per office / school as approved by the Secretary-Treasurer.
2. Petty cash cheques shall be issued at the beginning of each school year and shall be charged against the school / office instructional budget.
3. Custody of the petty cash fund will reside with one employee. The Principal, Office Supervisor or other employee as delegated and supported in writing, shall be responsible for the Petty Cash fund.
4. Petty cash funds shall be kept in a secure location and not be left unattended after school hours. The use of a bank account is recommended.
5. Petty cash shall be used for the purchase of consumable supplies or materials to a maximum of \$50.00 per voucher.
6. A proper receipt, which includes the purchaser's signature and a notation of the items purchased, must accompany each expenditure from the fund and shall be kept with the petty cash fund.
7. The employee responsible for the Petty Cash Fund shall submit claims for reimbursement of the fund when there is only 20% of the fund remaining unexpended.
8. Claims for reimbursement shall be submitted on the appropriate Division form and will be signed by the school principal or office supervisor.
9. By the last teaching day each year, remaining invoices and any cash balance must be returned to the Accounts Department, Administration Office.
10. Periodically and without notice the petty cash fund may be reconciled by the Secretary-Treasurer or delegate in the presence of the Principal, Supervisor or delegated custodian of the fund.

Reference For: Petty Cash Claim Form

Date Adopted: December 14, 1985

Date Revised: November 22, 2001

Date Reaffirmed: October 5, 2006

Date Revised: December 9, 2009

Date Reaffirmed: March 5, 2014

Date Reaffirmed: January 17, 2018

Date Reaffirmed: November 17, 2021

