

Salinas Union High School District

Business

Regulation #3451

PETTY CASH FUNDS

In order to facilitate minor purchases, the Superintendent or designee may establish a petty cash fund at each school. The petty cash fund shall be used for unforeseen, small school expenses, such as postage or individual purchases of supplies.

The amount of the petty cash fund shall not exceed \$100. The principal or designee shall be responsible for all expenditures from the fund and shall create a system for tracking fund expenditures. Each expenditure shall be supported by appropriate documentation.

Expenditures shall be reconciled and accounted for whenever the principal requests that the fund be replenished, at the end of the fiscal year, or at the request of the Superintendent or designee.

(cf. [3400](#) - Management of District Assets/Accounts)

The principal or designee shall ensure that the petty cash fund is kept in a safe and secure location.

(cf. [3400](#) - Management of District Assets/Accounts)

Legal Reference:

EDUCATION CODE

[35160](#) Authority of governing boards

[35250](#) Duty to keep certain records

[41020](#) Requirement for annual audit

[42800-42810](#) Revolving funds

Management Resources:

WEB SITES

California Association of School Business Officials: <http://www.casbo.org>

Revised: November 14, 2006