

**SCHOOL DISTRICT OF WAUPACA**

**SERIES 600 FISCAL MANAGEMENT**

**CODE: 662**

**PETTY CASH**

The use of school petty cash funds is allowed on a limited basis within certain guidelines.

Rarely do school personnel find an urgent need for petty cash since most purchases can be arranged through the use of the regular purchase order procedure.

There are situations, however, which will require an expenditure for which immediate payment of a small amount of money is necessary.

The School District of Waupaca will maintain a \$500.00 petty cash fund of which \$400.00 will be held in a checking account at a local financial institution and \$100.00 in cash will be held at the Business Office. Checks written on the petty cash account must be signed by the District Administrator or in his absence by the Business Manager.

The petty cash fund will be used for such purposes as registration fee for short-notice meetings, purchases from businesses not accepting purchase orders or other miscellaneous unforeseen expenses.

The District Administrator is permitted to spend no more than \$100.00 for any such expenditure with the exception of registration fees. Registration fee limitations will be at the discretion of the District Administrator.

All petty cash expenditures must be supported by a receipt.

It should be noted that where possible all employees are encouraged to plan ahead and use the normal bill paying process. This fund is to be used in unusual/unforeseen circumstances only.

ADOPTED: 092376

REVISED:

REVIEWED: 081479, 061086, 021489, 071393

LEGAL REFERENCE:

CONTRACT REFERENCE:

CROSS REFERENCE:

The School District of Waupaca does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.