

- A. The Board authorizes the establishment of a District petty cash system. Such a system shall provide schools and departments with ready cash available for approved disbursements to be accounted for in appropriate accounts. Petty cash procedures shall follow those procedures established by the Office of Business Services.

- B. The custodian of the petty cash shall maintain adequate records of receipts and payments which shall be subject to the annual audit review to verify the cash balance and bookkeeping entries.

ADOPTED: April 23, 1985