

PETTY CASH FUNDS

School site administrators and department managers desiring a revolving cash fund shall make a request in writing and submit it to the Director of Fiscal Services.

Upon approval by the Director of Fiscal Services, the Accounting Department will prepare a revolving cash check in the amount requested and send to the requesting manager.

Each individual responsible for maintaining the revolving cash account at each school/department shall code all receipts as they are presented for payment and keep them.

When the revolving cash fund needs to be replenished, all coded receipts and the required signed form must be submitted to the Accounting Department for reimbursement.

The Accounting Department will charge each account for the expenditures as submitted.

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>