

School Petty Cash Fund

- 1.0** Each Secondary School will be allowed the maximum of \$1,500.00 and each Elementary School the maximum of \$900.00.
- 1.1** The cash will be kept in a cash box that can be locked, which will be stored in a safe place in the school office. At office closing time the cash box should be placed in the vault. If no vault is available, it should be placed in locked desk drawer or locked filing cabinet.
- 1.2** Any losses will become a block budget expenditure.
- 1.3** The Petty Cash Fund must not be removed from the school premises. One senior member of the office staff will be assigned the responsibility of controlling the Fund and no other person will be allowed direct access to the cash.
- 1.4** The Fund is to be used only for small, incidental purchases and payments, which should not exceed a maximum of \$100.00 for any one purchase. It is not permissible to take a purchase over \$100.00 and split it into smaller amounts in order to come below the maximum of \$100.00. The Fund is intended to provide cash for small quantities of materials required on short notice, and for services which need to be paid for immediately. For all other purchases the purchasing procedure should be followed.
- 1.5** Schools must not access other school funds for Petty Cash purposes.
- 1.6** Staff reimbursements for conferences should not be processed through petty cash. Appropriate forms are to be used and sent through the appropriate process.
- 1.7** When reimbursement is required the form "Request for Petty Cash" must be used and signed by the Principal.

DURHAM DISTRICT SCHOOL BOARD

REQUEST FOR PETTY CASH

Please Print

PRINCIPAL'S NAME:		DATE:	
SCHOOL NAME:		SCHOOL #	
CLASSIFICATION:			

DESCRIPTION	AMOUNT	ACCOUNT #	SUBTOTALS
TOTAL REIMBURSEMENT			
PETTY CASH FLOAT			
LESS CASH ON HAND			
TOTAL REIMBURSEMENT			
PRINCIPAL'S SIGNATURE			

INSTRUCTIONS:

- enter school name, date, school #, and classification in spaces provided
- enter description and amount for each item paid
- group items by account and enter subtotal
- add subtotals and enter sum in "Total Reimbursement" block
- count cash and enter amount in "Cash on Hand" block
- add "Total Reimbursement" and total "Cash on Hand" and enter sum in "Petty Cash Float" block
- the Total Petty Cash must equal the amount advanced by the Durham District School Board
- retain one copy and forward the original to the Accounts Payable Department
- the request must be signed by the Principal