

## IMPREST CASH/PETTY CASH FUNDS

AR 3450.2

The purpose of an imprest or petty cash account is to have funds available in the office of the site administrator or designee to make change for customers that pay for goods/services with cash. ~~other administrator for express charges, postage due and other unforeseen small expenses that cannot conveniently be charged and handled in the usual manner~~

1. Any cash ~~received~~ above the petty cash allowance at a school site ~~should~~ must be converted to a money order as soon as possible and sent to the central office for deposit.
2. The site administrator or administrator in whose name the imprest/petty cash account is created will be responsible for ~~all expenditures made from it~~ managing the funds.
3. ~~Each disbursement will be supported by a receipt of the expenditure. Such evidence will be summarized monthly, or earlier if the account needs replenishment.~~
4. ~~The documents and the summary will be forwarded to the business office, where arrangements shall be made to replenish the account.~~
3. The amount on deposit plus receipts of disbursement must always equal the original amount of the account.
4. Accounts will be regularly audited by the business office & are subject to audit by the District's auditor.
5. Petty cash left overnight in schools shall be kept in a locked safe in a locked and secured ~~place~~ Principal's office.
6. Petty cash must be requested from the Business Office when needed and submitted intact to the Business Office at the end of each school year.

*(cf. 3400 - Management of District Assets/Accounts)*

*(cf. 3450 - Money in School Buildings)*

Adopted 6/01

Revised 9/25