

# INDEPENDENT SCHOOL DISTRICT #877 POLICY

## Buffalo-Hanover-Montrose

**INDEX TITLE** Noninstructional Operations & Business Services **SERIES NO.** 700

**POLICY TITLE** Imprest Cash **CODE NO.** 702.1

The purpose of this fund is to facilitate the prompt payment of minor claims against the district which are impractical to pay in any other way. Examples of eligible program claims are refunds, employee reimbursement for prior approved minor purchases, emergency purchases or minor meeting or travel arrangements. Large amounts should go through normal requisitioning procedures.

Individual transactions may be handled through the building Petty Cash Funds not to exceed individual school balance. The building petty cash funds shall be:

		<u><b>Custodian of Funds</b></u>
Senior High School	\$200.00	Head Building Secretary
Middle School	\$200.00	Head Building Secretary
Discovery	\$75.00	Head Building Secretary
Northwinds	\$150.00	Head Building Secretary
Parkside	\$75.00	Head Building Secretary
Tatanka	\$75.00	Head Building Secretary
Hanover	\$150.00	Head Building Secretary
Montrose	\$75.00	Head Building Secretary
Impressed	\$5,000.00	Business Administrator's Secretary
Total	\$6,000.00	

**Administrative Offices**  
**Buffalo, Minnesota 55313**

**DATE OF ADOPTION** May 23, 1983

**DATE OF REVIEW** May 29, 2012

**DATE OF APPROVAL** June 26, 2012