



Section FINANCES

Title PETTY CASH

LACKAWANNA TRAIL SCHOOL DISTRICT

Adopted

Revised

# Lackawanna Trail School District

## 617. PETTY CASH

1. Purpose

Petty cash funds may be used for designated purposes so long as such funds are subject to adequate controls and safeguards.

2. Authority

The Board authorizes the establishment of petty cash funds in the care of the following persons and in the following amounts maximized:

<u>Responsible Title and Location of Fund</u>	<u>Amount</u>
Secondary Principal - H.S.	\$200.00
Elementary Principal - Elem. Off.	\$200.00
Superintendent - Adm. Office	\$200.00
Total:	\$600.00

3. Delegation of Responsibility

Each responsible person shall ensure that petty cash funds are spent only for designated purposes for which the fund was established, funds are not used to circumvent the regular purchasing procedure, and the petty cash box is secured daily.

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