

LEBANON SCHOOL DISTRICT

POLICY: 617
SECTION: FINANCES
TITLE: PETTY CASH
ADOPTED: July 18, 1994
LAST REVISED: January 20, 2020

617. PETTY CASH

Purpose

Petty cash funds may be used for designated purposes but shall be subject to adequate controls and safeguards.

Authority

The Board authorizes the establishment of petty cash funds only upon prior written approval of the Superintendent, or his/her designee, and only to be used under the controls and processes prescribed by the Superintendent or his/her designee, .

Delegation of Responsibility

If approved, each responsible employee shall ensure that petty cash funds are spent only for designated purposes.¹

The person responsible for each petty cash fund shall prepare a monthly total of the disbursement of petty cash funds.

¹ 24 P.S. 510.