

Administrative Procedure 513

Petty Cash Accounts

Background

The district establishes a petty cash account for school principals in order to meet immediate school cost requirements and to eliminate paper work created by processing numerous small item purchases by other means.

Procedure

Petty cash accounts shall be established for school principals on the following scale:

	Petty Cash Maximum
Elementary Schools	\$500.00
Secondary Schools	\$1,500.00

Legal Reference

Education Act S. 170; S. 265