

1

2 **PURCHASING FROM PETTY CASH**

3 Petty cash funds shall be established for the Superintendent's office, and special
4 programs as needed as they will expedite the purchase of minor items and/or provide
5 immediate payment for minor services.

6 Expenditures against these funds must be itemized and documented with receipts and
7 will be charged to the applicable budget code. After a budget item is exhausted, no
8 expenditures against the item may be made from petty cash.

9 The custodian for such accounts shall be the Business Office under the direction of the
10 District Business Administrator.

11 The Superintendent shall publish rules and procedures related to this policy.