

## **P3410 PETTY CASH FUNDS**

### **BOARD POLICY:**

**A petty cash fund as authorized by K.S.A. 72-1177 shall be established for the site administrators and other departments (as approved by the Board of Education) whose effective operation requires the use of such petty cash expenditures.**

Administrative Implemental Procedures:

1. Petty cash funds shall be created as follows:
  - a. Elementary schools: \$500 to \$1,500, depending on size and need
  - b. Middle schools: \$500 to \$1,500, depending on size and need
  - c. High schools: \$500 to \$1,500, depending on size and need
  - d. Designated administrative centers: \$500 to \$1,500, depending on need
2. Petty cash funds shall be used according to rules and regulations recommended by the Financial Services as published in the *Activity Fund Guidelines Manual*.

Administrative Responsibility: Financial Services

Latest Revision Date: November 2006

Previous Revision Date: July 2001 P3410

Updated administratively for alignment purposes: March 2018