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