

COUNCIL ROCK SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

PETTY CASH FUNDS

Each building principal will be given annually a specific sum of money for minor purchases. Procedures governing use of petty cash funds include the following:

1. No small cash purchase will be made in the name of the school district without prior approval of the appropriate building principal.
2. The principal will use discretion regarding the advisability of purchasing from this fund.
3. After obtaining the principal's clearance, the purchaser must obtain a receipt from the supplier and return same to the principal.
4. When the purchaser returns the official receipt, the district employe making the purchase will be reimbursed in full.
5. When the fund is nearly depleted, the building principal will present the required form and receipts to the office of the Business Administrator so that the fund might be replenished to the original amount.
6. Neither State nor federal taxes should be paid on any purchase for the school district. Any employe paying these taxes will not be reimbursed for the tax portion of the expenditure. Tax exemption forms are available upon request at the Business Office.

The building principal is responsible for the security of any cash.