

Petty Cash Accounts

The need occasionally arises to purchase small incidentals for instructional and operational purposes. A district employee must receive the approval of the administrator before making any such purchase. The district employee may then make the purchase using personal funds and receive cash payment in the office upon presentation of a receipted bill. Employees must be aware that they will not be reimbursed for sales tax and some businesses will not waive sales tax on cash sales.

Revisions Adopted: February 10, 2015