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**Board Governance Policy Cross Reference:** [1, 14, 16](#)

**Administrative Procedures Cross Reference:**

**Form Cross Reference:**

[Petty Cash Fund](#)

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**Legal/Regulatory Reference:**

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Petty Cash funds may be provided in each school and other Division buildings to deal with such day to day minor expenditures as are impractical to pay through the normal accounts payable procedures of the Division.

**Procedures**

1. The school will contact the Finance Department requesting a petty cash fund be set-up.
2. The Secretary-Treasurer and the administrator/supervisor will agree on the amount according to the needs of the location.
3. The petty cash account will be established and a cheque will be sent to the location.
4. The cheque will be cashed and the cash will be kept in a locked location and monitored by two individuals.
  - a) One person is responsible for disbursing funds.
  - b) One person is responsible for balancing the petty cash and requesting reimbursement.
5. The [Petty Cash Fund](#) form and Purchase Order will be sent in on a regular basis requesting replenishment.