

# SPRINGFIELD TOWNSHIP SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PETTY CASH

ADOPTED: August 5, 2014

REVISED:

617. PETTY CASH	
1. Purpose	Petty cash funds may be used for designated purposes but shall be subject to adequate controls and safeguards.
2. Authority	The Board authorizes the establishment of petty cash funds under the control of designated employees in district buildings.
3. Delegation of Responsibility Pol. 811	<p>Each responsible employee shall ensure that petty cash funds are spent only for designated purposes.</p> <p>The person responsible for each petty cash fund shall prepare a monthly total of the disbursement of petty cash funds.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Board Policy – 811</p>