

EPHRATA AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PETTY CASH

ADOPTED:

REVISED: January 27, 2020

<p>1. Purpose</p>	<p style="text-align: center;">617. PETTY CASH</p> <p>Petty cash funds may be used for designated purposes so long as such funds are subject to adequate controls and safeguards.</p> <p>Petty cash fund for the District Office shall be established and maintained in an amount determined by the Business Manager. The petty cash funds shall be kept under lock and key, and the Assistant Business Manager shall name appropriate person each year as custodian of fund. The custodian of the fund shall report disbursements quarterly so that a proper balance is maintained.</p>
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