

School District #62 (Sooke)

PETTY CASH	No.: F-203
	Effective: Nov. 12/85 Revised:

SCHOOL BOARD POLICY

The Board is aware of the expense of issuing small individual cheques for incidental expenses. Therefore, petty cash funds will be made available to streamline the purchase of small supplies items.

The petty cash fund is an asset of the Board and is issued in trust to the Principal and/or delegate. The petty cash fund is subject to internal and external audit at any time. Participation in the petty cash process is voluntary and it is the responsibility of the Principal to safeguard the petty cash asset.

The petty cash funds will not be used to circumvent other Board policy. The funds will not be used for:

1. Travel and school-based JISC reimbursement.
2. Travel advances.
3. Personal cheque cashing and I.O.U.'s.
4. Equipment purchases.