

---

### **Purpose/Background**

The establishment of petty cash funds in various schools and Education Centre departments provides a source of ready cash for expenditures such as the purchase of low dollar value items. These procedures are subject to the procedures and authorization matrix in Administrative Procedure 5201 Purchasing Limits of Authority and Payment Methods.

### **Procedures**

1. The Associate Superintendent of Business and Operations, in consultation with the school Principal and authorized Education Centre staff, shall determine the level of petty cash allocation for each school or department.
2. Standard requisitioning procedures must be followed for the purchase of regular supplies. The maximum transaction for petty cash expenditures is outlined in Administrative Procedure 5201 Purchasing Limits of Authority and Payment Methods.
3. The use of purchasing cards instead of petty cash is encouraged.
4. Petty cash accounts are subject to audit.
5. The Director of Finance will replenish each school or department petty cash account upon submission of receipts.

### **Reference:**

- School Act Sections 18, 20, 60, 61, 96, 113, 116, and 117