

PETTY CASH ACCOUNTS

The Board directs the Treasurer to create petty cash accounts allowing staff members to make purchases. Money can be drawn from accounts by check or cash. The Treasurer designates the amount of money that may be placed in the accounts as well as the procedures and requirements for replenishing the accounts.

The checks and cash access is limited to only those individuals who have a job-related need to use these payment methods. Any person using the checks or cash must keep a written log which is to be turned in each day.

The Treasurer establishes the amount of money to be placed in the accounts. The Treasurer's approval is needed to replenish the accounts. No major purchases may be made from the accounts, nor should petty cash be used to bypass the normal purchase order process.

Any staff member who ignores procedures and allows anyone else to use the checks, or who does not take prudent measures to ensure that proper security is maintained, may be held personally liable for losses.

PETTY CASH FUNDS

There will be \$500 per building issued for petty cash, except for the High School and Middle School. The High School will have \$1,000 (petty cash) and \$513 (emergency). The Middle School will have \$1,000 for petty cash. The following guidelines shall be followed when using petty cash funds.

Petty Cash expenditures are limited to \$50.00 per request and should not be used in place of the normal purchasing procedures. Petty Cash may be used at the Principal's discretion for items of an urgent or emergency nature. Petty Cash funds must be secured at all times.

The following procedures shall be followed when using petty cash:

- Complete Petty Cash Request Form from Building Secretary
- Obtain approval from Building Administrator
- Return receipt and any unused cash to Building Secretary
- Only supplies may be purchased using petty cash. Purchased services and equipment must go through the purchase order process.

The following procedures shall be followed when replenishing petty cash:

- Submit remote requisition for amount of replenishment
- Attach recap sheet with all supporting documentation
- Cash check and replenish account
- Cash on hand plus petty cash forms must equal amount of fund.
- Fund must be replenished at least five days prior to the end of the month.

CHANGE FUNDS

Change funds are established for each building to make change when collections are received. Change funds shall not be used to cash checks of any sort. The amount of the change fund remains constant with all other money deposited daily.

Change funds must be secured at all times. Change funds are maintained until the end of each school year at which time they are turned over to the district Treasurer.

The change fund levels are established as follows:

High Athletics	\$1,000	High Athletics (Emergency)	\$1,000
High Bookstore	\$50	High Bookkeeper	\$50
Freshman Bookstore	\$50	Freshman Bookkeeper	\$50
Middle Bookstore	\$50	Middle Bookkeeper	\$100
Middle Athletics	\$200	Intermediate (5 th) Bookkeeper	\$50
Intermediate (6 th)	\$50	Central Bookkeeper	\$50
North Bookkeeper	\$50	South Bookkeeper	\$50
West Bookkeeper	\$50	East Bookkeeper	\$50
Kindergarten Bookkeeper	\$50	High Cafeteria	\$1,500
High Cafeteria (Emergency)	\$1,400	Freshman Cafeteria	\$400
Middle Cafeteria	\$700	Intermediate Cafeteria	\$200
North Cafeteria	\$50	South Cafeteria	\$50
West Cafeteria	\$50	East Cafeteria	\$50

BUILDING CHECKING ACCOUNTS

A building checking account may be established for the High School (\$20,000) and Middle School (\$5,000) Activity/Athletic accounts subject to the following guidelines.

- Checks shall be submitted to the District Treasurer for signature along with supporting documentation.
- Accounts will be reconciled and maintained by the building Clerk/Secretary.
- Replenishment will be made on a monthly basis at least 5 days before the end of the month.
- If checks are given without a receipt, a statement shall be signed by the individual acknowledging responsibility for returning the appropriate documentation.
- Authorized purchases include expenditures from the student activity and athletic accounts. Payment to district employees is prohibited.

In addition, a checking account may be established for the Special Services Department to be used in paying special need students subject to the following guidelines.

- Checks shall be submitted to the District Treasurer for signature along with supporting documentation.
- Accounts will be reconciled and maintained by the Director of Special Services or his/her designee.
- Replenishment will be made upon depletion of funds.

- Authorized purchases are limited payment to special needs students for services rendered subject to the approval of the Director of Special Services.

[Adoption date: February 20, 2003]

LEGAL REFS: ORC 9.38

CROSS REF: DM, Cash in School Buildings