

PETTY CASH

A petty cash fund shall be maintained by the school district in each building's administrative office for incidental expenditures. The petty cash fund in each building shall be a minimal amount as determined by the superintendent.

It shall be the responsibility of the building administrator to maintain and authorize expenditures from the petty cash fund.

Legal Reference: Iowa Code § 279.8 (2013).

Cross Reference: 702 Cash In School Buildings  
705 Expenditures

Approved 8/9/2004

Reviewed 10/13/2014

Revised \_\_\_\_\_