

FAIRVIEW SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PETTY CASH FUND

ADOPTED: June 20, 1994

REVISED:

	617. PETTY CASH FUND
1. Authority	The Board authorizes the establishment of petty cash funds in the various schools of the district.
2. Guidelines	Petty cash funds may be used for designated purposes so long as such funds are subject to adequate controls and safeguards.
3. Delegation of Responsibility	Each responsible employee shall ensure that petty cash funds are spent only for designated purposes for which the fund was established.
Board Policy 811	