



## **Background**

In order to facilitate some flexibility and ease in the accommodation of minor miscellaneous expenses, petty cash accounts will be established for use within the division.

## **Procedures**

### Schools

1. The secretary-treasurer shall establish a \$500.00 petty cash fund for each school.
2. Imprest Accounts will be provided to school principals upon written request. The monies advanced will be deducted from the principal's June pay cheque, or upon resignation or termination of designation.
3. All monies expended through the use of the petty cash fund are charged against the school budget.
5. School petty cash is to be used for emergency purchases only. Standard requisitioning procedures must be followed for the purchase of regular supplies.
6. The principal will be reimbursed for the amounts expended upon submitting itemized receipts.
7. As a guideline, a reimbursement claim may be made shortly after 50% of the account has been expended.
8. Petty cash advances to the principal are considered personal cash and as such, are subject to the provisions of the Administrative Procedure 521 dealing with the management of school-based funds.
9. Petty cash funds are to be maintained in a separate cash box or bank account from all other school funds.