

Section FINANCES
 Title PETTY CASH

Ephrata Area School District

Date Adopted _____

Guide		Reference
Purpose	<p style="text-align: center;">617. PETTY CASH</p> <p>Petty cash funds may be used for designated purposes so long as such funds are subject to adequate controls and safeguards.</p> <p>Petty cash funds for the administrative offices shall be established and maintained in an amount determined by the Board. The petty cash funds shall be kept under lock and key, and the Superintendent shall name appropriate persons each year as custodians of funds. The custodian of each fund shall report disbursements each month so that a proper balance is maintained.</p>	<p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44</p> <p>page 1/1</p>