

***Superintendent File: DJC***

**PETTY CASH**

Purchases, in amounts under \$50, may be made from petty cash funds at the District or building level. In all cases, prior approval must be received from the principal or supervisor if reimbursement is to be made. No petty cash payment will be made without a dated, validated receipt or bill of sale.

Adopted: March 16, 1976

Repealed by the Board and revised and re-enacted by the Superintendent: December 3, 2002

Revised: January 23, 2006

**CROSS REFS.:**

DJ, Purchasing, and subcodes (all relate to purchasing)