

663 PETTY CASH

The Williams Bay School Board recognizes the convenience afforded the day-to-day operation of schools by the establishment of one or more petty cash funds. The School Board shall require the imposition of such controls as will prevent abuse of such funds.

Each custodian of a petty cash fund shall ensure that the funds in his/her care shall be disbursed only for minor expenditures not readily deferred. No petty cash fund may be used to circumvent the purchasing procedures required by law and the policies of the School Board. A request for petty cash funds must be made in writing to the Business Manager, be signed by the person making the request, and include any supporting documentation as may be appropriate. Petty cash must be secured daily.

All petty cash funds will be closed out for audit at the end of the school year and unused funds will be returned to the depository.

Approved: November 14, 2022