



DJC - PETTY CASH

The controller may authorize petty cash funds for District departments and sites as deemed necessary or appropriate. The purpose of such funds is to provide a source of ready cash for immediate settlement of small transactions. Notwithstanding the authorization of petty cash funds, the preferred method of making District purchases is by means of a restricted check or use of a purchasing card.

The department head or site administrator shall appoint a petty cash fund custodian, who shall ensure that all expenditures from the fund are properly approved, accounted for and documented. Each purchase made from the petty cash fund shall be supported at minimum by a dated receipt or bill of sale.

The amounts authorized for petty cash funds may vary between and among departments and sites, but shall in no event exceed \$5000. Individual purchases from a petty cash fund may not exceed \$500. Purchases shall not be divided for the purpose of circumventing this limitation.

Adopted by Superintendent: May 14, 2007

CROSS REFS:

DJ, Purchasing

DJA, Purchasing Authority

DJB, Purchasing Procedures

DJG/DJGA, Vendor Relations, Sales Calls and Demonstrations

DH, Bonded Employees and Directors