



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.

With respect to departments and sites for which petty cash funds are authorized, the controller shall appoint a petty cash fund custodian whose duties shall include ensuring that all expenditures from the fund are properly approved, accounted for and documented.

The amounts authorized for petty cash funds may vary between and among departments and sites, but shall in no event exceed \$5,000. Individual purchases from a petty cash fund may not exceed \$100. Purchases shall not be divided for the purpose of circumventing this limitation.

Adopted by Superintendent: May 14, 2007

Revised by Superintendent: March 21, 2016

CROSS REFS:

DJ, Purchasing

DJA, Purchasing Authority

DJB, Purchasing Procedures

DJG/DJGA, Vendor Relations, Sales Calls and Demonstrations

DH, Bonded Employees and Directors