

School District 50: Haida Gwaii/Queen Charlotte

Policy Subject: PETTY CASH

Date Passed: October 1999

Date Amended: NA

Policy: PETTY CASH

Policy No. 2101

Date Approved: November, 1999

Date Amended:

PREAMBLE

Petty Cash is made available at locations identified below as an alternate to the use of purchase orders or charge accounts, as governed by regulation.

POLICY

The Petty Cash for locations shall be based on an allowance as per the schedule set out below:

George M. Dawson Secondary- \$500.00

Queen Charlotte Secondary- \$500.00

Queen Charlotte Elementary - \$500.00

Tahayghen Elementary- \$500.00

Agnes L. Mathers Elementary Junior Secondary- \$500.00

Port Clements Elementary- \$500.00

District Resource Centre- \$200.00

Maintenance Department - \$200.00

Administration Office- \$400.00

PROCEDURES

Petty Cash is provided for purchases in amounts up to a maximum of \$300.00 from

the Operating Budget or other District accounts under control of the District Manager or Principal.

1. Petty Cash is the direct responsibility of the Principal or District Manager who shall ensure its proper safety and management.
2. Purchases from Petty Cash will not normally exceed \$300.00.
3. Petty cash claims are required on Petty Cash Voucher forms, account coded, balanced and authorized by the District Manager or Principal.
4. Documentation in support of Petty Cash must be an original invoice or a receipt supported by invoice original.
5. Where letters are written on prepayment items, a letter copy plus the money order copy should be included.

Please see attached PDF for Petty Cash Voucher.