

|| **FINANCE**
Accounting
Petty Cash Funds

This policy supersedes Policy 5210.1.

I. PURPOSE

To establish a funding method to help program managers make minor local purchases.

II. APPROVAL OF PETTY CASH FUNDS

The Division Superintendent is authorized to establish petty cash funds of up to \$2,000 each at schools and other locations as needed.

Legal references: Code of Virginia, Section 22.1-123

Policy
adopted: July 1, 1986
Revised: December 3, 1992
Reviewed and
corrected: April 16, 1996
Reviewed and
corrected: March 27, 2006