

CHAPTER 7.00 - BUSINESS SERVICES

PETTY CASH FUNDS/CHANGE FUNDS

7.33*

- I. Petty cash funds shall be used for operating expenses in accordance with State Board of Education rules and provisions described herein.
 - A. A principal or District department head may establish a petty cash fund by submitting a request to the Finance Division for approval by the School Board. Approval shall be obtained prior to issuing any checks.
 - B. The Superintendent or designee shall reimburse the funds from the budgetary accounts of schools and District departments when petty cash is exhausted.
 - C. Each petty cash fund must be authorized by the School Board at a set amount, the amount of which shall be commensurate with the volume and the purpose of transactions, but in no case shall the amount exceed the amount authorized in State Board Rules.
 - D. An itemized receipt for each expenditure shall be kept to receive reimbursement.
- II. Change funds are authorized for each school and shall be established at a set amount. No expenditures are to be made from any change fund, nor shall checks be cashed or loans made from any change fund.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1011.07, F.S.

STATE BOARD OF EDUCATION RULE(S):

6A-1.087

HISTORY:

ADOPTED: 07/01/2002
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FORMERLY: 6.11, 6.38