

FISCAL MANAGEMENT

SERIES 600

Policy Title ...PETTY CASH

Code No. 662.2

The Clerk of the Board is authorized to issue purchase orders not to exceed \$100.00 per issue for the purpose of replenishing petty cash in each of the schools actively serving the district.

These funds may be used for postage, freight, supplies and purposes for which the building administrator determines are appropriate non-recurring expenditures in the day to day operation of the unit.

All cash flow shall be appropriately receipted or documented so as to provide a well defined audit trail.

Total cash on hand shall not exceed \$200.00 at the school level or \$200.00 at the District Office.

Date of Adoption:  
January 9, 1984  
Reviewed:  
June, 1990  
September 15, 2008

Legal Reference: Code of WI  
120.12 (1)