

**MOOSE FACTORY ISLAND  
DISTRICT SCHOOL AREA BOARD**

<b>ADMINISTRATIVE PROCEDURE NO. 515</b>	
Effective	
Revision Date	

**PETTY CASH**

**PURPOSE**

This administrative procedure sets out system expectations for the use of petty cash funds.

**PROCEDURES**

**1. Funds to be Issued**

Board petty cash funds will be issued as follows:

- a) Ministik School: \$100 per month maximum
  - b) Board Office: \$100 per month maximum
2. Petty Cash Funds are to be used for minor items only for the school, school office, and Board Office.
  3. Items valued at more than \$30 must be requisitioned in the normal manner, through the school principal, and then ordered by Purchase Order by the Board Office.
  4. The only exceptions to section 2 will be:
    - a) travel (i.e., by helicopter)
    - b) purchases needing to be made immediately (i.e., inkjet cartridges, items for the office)
  5. Records of expenditures, with receipts, are to be submitted to the Board Office for petty cash replenishment.

***Legal References:***

*Education Act, section 286 Duties of Supervisory Officers: Supervise Business Functions*

***Board References:***

Administrative Procedure 508 Purchasing