

ADMINISTRATIVE PROCEDURE 513 SECTION: BUSINESS ADMINISTRATION	
Adopted/Original Date of Issue	2004
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Next Review Date	2029
Contact	Corporate Services

PETTY CASH ACCOUNTS

BACKGROUND

The District establishes a petty cash account for school Principals or Managers in order to meet immediate school/department cost requirements and to eliminate paperwork created by processing numerous small item purchases (under \$150) by other means. When possible, the school credit card should be used first.

PROCEDURE

Petty cash accounts may be established for school Principals or Managers on the following scale:

	Maximum kept in Petty Cash
Elementary Schools	\$ 500.00
Secondary Schools	\$ 1,500.00
Combined Panel Schools	\$ 2,000.00
District Departments	\$500.00

The maximum reimbursement from petty cash shall be \$150.

LEGAL REFERENCES

RCDSB REFERENCES

Procedure History

Approved:	2004; January 2013; June 2017; March 2024
Reviewed:	January 2013; June 2017; February 2024
Revised:	January 2013; June 2017; February 2024