

# San Dieguito Union High School District

## Petty Cash Funds

AR 3451

### Business and Noninstructional Operations

In order to facilitate minor purchases, the Superintendent or designee may establish a petty cash fund at each school. The petty cash fund shall be used for unforeseen, small school expenses, such as postage or individual purchases of supplies.

The amount of the petty cash fund shall not exceed \$75. The principal or designee shall be responsible for all expenditures from the fund and shall create a system for tracking fund expenditures. Each expenditure shall be supported by appropriate documentation.

Expenditures shall be reconciled and accounted for whenever the principal requests that the fund be replenished, at the end of the fiscal year, or at the request of the Superintendent or designee.

The principal or designee shall ensure that the petty cash fund is kept in a safe and secure location.

#### State References

Ed. Code 35160  
Ed. Code 35250  
Ed. Code 41020  
Ed. Code 42800-42810

#### Description

Authority of governing boards  
Duty to keep certain records  
Requirement for annual audit  
Revolving funds

#### Management Resources References

Website

#### Description

California Association of School Business Officials –  
<https://simbli.eboardsolutions.com/SU/vplusVmEFNjoJhGgV6PRTIb0g>

**Board Readopted: April 20, 2022**