



Chico Unified School District

1163 East Seventh Street, Chico, CA 95928-5999
(530) 891-3000

**Administrative
Regulation:**

#3451

Section: 3000

**Business and
Noninstructional
Operations
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District Office Petty Cash Fund

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

The amount of petty cash fund shall not exceed \$200. The 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 designee requests that the fund be replenished, at the end of the fiscal year, or at the request of the Superintendent.

(cf. 3400 – Management of District Assets/Accounts)

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

Legal reference:

EDUCATION CODE

- 35160 Authority of governing boards*
- 35250 Duty to keep certain records*
- 41020 Requirement for annual audit*
- 42800 - 42810 Revolving funds*

Board Policy 3314.2 – Revolving Funds