

**Statement of Policy**

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A petty cash fund shall be established in each work center.

**Rationale**

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Petty cash funds are to permit the direct purchase of minor items.

**Authority**

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➤ *The Education Act, Section 85*

**Guidelines**

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1. Petty cash funds are to be administered by the principal and are subject to audit at any time.
2. The limits for elementary and high schools shall be determined annually.
3. Petty cash funds are to be used solely for payment of postage, minor office supplies, consumables, and other incidentals as may be necessary from time to time. Petty cash funds are not to be used to purchase equipment or items related to curriculum and instruction.

**Procedures**

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1. Claims for petty cash reimbursement are to be made on the authorized forms and are to be accompanied by pertinent sales slips.
2. Petty cash funds may be subject to audit at any time.

**Forms**

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Administrative Services Division Manual

**References**

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Statement of Educational Commitment of Greater Saskatoon Catholic Schools:  
- To practice stewardship with respect for all of God's creation

**Date Approved**

June 22, 1982

**Dates Amended:**

March 26, 1986  
June 2004

July 20, 1988  
August 2008

May 29, 1995