

Prior Approval for Petty Cash Reimbursement

Name: _____

Amount Request (tax is not included): _____

This will money will be used for: _____

Code: _____

Approved: _____ Date: _____

PETTY CASH

The school office is supplied with a petty cash fund of not more than one hundred dollars which shall be maintained and kept in a secure location. Petty cash is intended for purchases when an immediate payment is called for and which would not normally be purchased through the regular purchasing procedures. Prior approval to use petty cash must be given by the building principal. An itemized receipt for expenditures must be presented for reimbursement.