



Document Number: F-2
Document Name: Petty Cash Policy
Effective Date: May 21, 2016
Document Status: Approved

1.0 Purpose

2.0 Definition

3.0 Policy Content

The school will maintain a petty cash account with a balance of \$200 beginning on May 21, 2016. Reconciliation will occur as needed by obtaining replacement cash from the bank via check. All petty cash receipts will be attached to the corresponding check stubs.

4.0 Relevant Procedures, Guidelines & Restrictions

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5.0 Policy Owner

6.0 Exhibits / Appendices / Forms

7.0 Supporting Information

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