



3000 - Finance 540 - Petty Cash

1. Policy

Small petty cash funds, not to exceed \$500, may be established for incidental, non-recurring cash needs, incidental local expense reimbursement, and small-dollar vendor purchases. The Executive Director may authorize a person(s) to be a petty cash manager (steward of a petty cash fund) on an as-needed basis to oversee a petty cash fund. The Executive Director shall ensure written procedures are developed for treatment of petty cash. All petty cash managers shall be properly trained in Providence Hall Charter School policy and procedures. A reconciliation between petty cash funds on hand and petty cash general ledger accounts shall be performed monthly.