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|  | <b>Lloydminster Catholic School Division – Administrative Procedures</b> |                         |
|   | <b>AP 513 – Petty Cash Funds</b>   |                         |
| Related<br>LCSDF AP's   |  |                         |
| Form(s)   |  |                         |
| References:   | <i>The Education Act, 1995 85, 87, 175</i>                               |                         |
| Received by the Board:<br>August, 2020  |  | Update:<br>August, 2020 |

### **Background**

The Division provides for a small petty cash fund to be available to each school and the Division Office in order to improve efficiencies.

### **Procedures**

1. Petty cash funds are to be used for the payment of small purchases requiring immediate cash.
2. The Chief Financial Officer shall ensure procedures are in place for all offices in the Division to manage petty cash funds.
3. The Principal shall ensure all procedures are followed and all receipts are included in reimbursement requests.
4. The Chief Financial Officer shall have sole discretion to raise or lower the limit of these funds.