Administrative Procedure 621

Petty Cash Accounts

August 2025

Background

Petty cash funds are allocated to schools and departments in order to minimize administration and reduce time spent on reimbursing employees or outside vendors for small incidental purchases.

Procedures

1. Authority to allocate a petty cash fund to a school or department is delegated by the Secretary–Treasurer.
2. Petty cash funds to a maximum of $2,000.00 will be allocated to schools and departments depending on need, in amounts approved by the Secretary Treasurer. Allocation of petty cash funds over $2,000.00 requires approval from Secretary–Treasurer.
3. The Principal shall appoint one person at each location to be responsible for the control, custody and accounting of the petty cash fund. The Principal is accountable to ensure that proper control, custody and accounting is completed by his/her delegate.
4. Schools and departments will not have petty cash reimbursed by the Division due to stolen or lost funds unless approved by the Secretary–Treasurer for extenuating financial circumstances. Funds are to be replaced using school or department budgets.
5. Division purchasing procedures apply to the use of petty cash for purchase purposes.
6. Petty cash funds will be used to reimburse single transaction purchases not exceeding $250.00 (including tax) upon presentation of receipt.

Reference: Sections 51, 52, 53, 54, 196, 197, 204, 222 and 225 *Education Act*

Approved: August 2025

Reviewed:

Revised: