

NORTHEASTERN CATHOLIC DISTRICT SCHOOL BOARD

Policy
F-31

Authority
99-357

PETTY CASH

POLICY STATEMENT

The Northeastern Catholic District School Board will issue petty cash advances to be used for the acquisition of small consumable items to effect efficient daily operation of educational services and plant.

POLICY REGULATIONS

1. Any single purchase from the Petty Cash Fund shall not exceed \$50.00.
2. Expenditures from Petty Cash Funds shall not include wages or travel allowance.
3. Petty Cash funds will be the responsibility of the School Principal and other personnel authorized from time to time by the Board.
4. Claims for reimbursement shall be made as required by use of the Petty Cash Reimbursement Form, all receipts are to be attached for reimbursement (as per attached Appendix A).
5. Any change in personnel will require the petty cash to be refunded to the Board with balance of cash and/or receipts to equal the advance provided.
6. Petty Cash will be advanced as follows:

Elementary School Principals	\$150.00 each
Secondary School Principal	\$300.00
Co-op Secondary School	\$100.00
Timmins Board Office	\$200.00
Kirkland Lake Point of Service	\$100.00

Northeastern Catholic District School Board

101 Spruce Street North
TIMMINS ON P4N 6M9

Telephone: (705) 268-7443
Fax: (705) 264-0333

PETTY CASH

SCHOOL NAME: _____

CLAIMANT: _____

DATE	DESCRIPTION	TOTAL BEFORE TAXES	PST	GST	TOTAL INVOICE	ACCOUNT NUMBER
TOTAL						

Principal's Signature: _____

Date: _____

NOTE: TO BE REFUNDED, ALL RECEIPTS BE ATTACHED.

Please forward to **Account Payable at the Timmins Board Office.**