

# Santa Barbara Unified School District

## Administrative Regulation

AR 3451

### Business and Non-Instructional Operations

#### PETTY CASH FUNDS

In order to facilitate minor purchases, the Superintendent or designee may establish a petty cash fund at each school. The petty cash fund shall be used for unforeseen, small school expenses, such as postage or individual purchases of supplies.

The amount of the petty cash fund shall not exceed \$200 for an elementary school and \$400 for a secondary school. The principal or designee shall be responsible for all expenditures from the fund and shall create a system for tracking fund expenditures. Each expenditure shall be supported by appropriate documentation.

Expenditures shall be reconciled and accounted for whenever the principal requests that the fund be replenished, at the end of the fiscal year, or at the request of the Superintendent or designee.

*(cf. 3400 - Management of District Assets/Accounts)*

The principal or designee shall ensure that the petty cash fund is kept in a safe and secure location.

#### *Legal Reference:*

##### EDUCATION CODE

35160	Authority of governing boards
35250	Duty to keep certain records
41020	Requirement for annual audit
42800-42810	Revolving funds

#### *Management Resources:*

##### WEB SITES

California Association of School Business Officials: <http://www.casbo.org>

SANTA BARBARA UNIFIED SCHOOL DISTRICT  
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