



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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## Petty Cash Fund

In order to facilitate refunds and minor purchases, the Board shall establish a petty cash fund in the central office and each school in the district. The amount of such petty cash funds shall be determined by the business manager. All regular business office procedures, rules and reporting shall be followed in use of cash.

Cross Reference:            Policy 661 Depository of Funds  
                                     Policy 663 Cash in School Buildings  
                                     Policy 673 Payment Procedures

APPROVED:            July 13, 1989  
REVISED:              April 14, 2022  
APPROVED:            May 12, 2022