



# 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** ~~district administrator~~. **All regular business office procedures, rules and reporting shall be followed in use of cash.**

~~Rules regarding the use and reporting of petty cash shall be established by the administration.~~

**Cross Reference:**

- Policy 661 Depository of Funds**
- Policy 663 Cash in School Buildings**
- Policy 673 Payment Procedures**

APPROVED: July 13, 1989