



# Statement of Policy

NO.: 0421.02

TITLE: Petty Cash

DATE ADOPTED/REVISED: June 21, 2006

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## PETTY CASH

The Executive Director shall be responsible for all authorization, establishment and administration of petty cash funds in locations to be determined by him. These accounts will be impress accounts and will be replenished as written by the Intermediate Unit General Petty Cash Replenishment Account.

Business Office	\$500.00
Child Development Center	400.00
CDC Maintenance	200.00
Head Start	250.00
Even Start	200.00
Center for Alternative Secondary Education	200.00
Center for Arts and Technology - Brandywine Campus	400.00
Center for Arts and Technology - Pickering Campus	400.00
Chester County Middle College High School	100.00
Early Care and Education Center	250.00
Reach, CARE and TEACH	300.00
Young Parents - Infant and Toddler Centers	250.00
Homeless Children's Initiative	<u>250.00</u>
 Total Individual Accounts	 \$3,700.00
 Accounts Payable Department:	
IU General Petty Cash Replenishment Account	<u>2,000.00</u>
 TOTAL PETTY CASH	 \$5,700.00

Date of Adoption: April 10, 1979  
Review and Readoption: May 16, 1990  
Revised: February 20, 1991  
 March 18, 1992  
 April 22, 1992  
 March 17, 1993  
 November 16, 1994  
Review and Readoption: June 21, 1995  
Revised: September 20, 1995  
 January 17, 1996  
 June 21, 2000  
 September 17, 2003  
 April 21, 2004  
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 June 15, 2005  
 June 21, 2006