

DE SOTO AREA SCHOOL DISTRICT

662.2

PETTY CASH FUND

A petty cash fund shall be established in the central office under the control of the District Administrator. The fund shall be used to make payments for minor purchases and personal services of an immediate nature.

A detailed listing of all petty cash fund expenditures shall be furnished to the Board of Education monthly.

LEGAL REF.: Section 120.12(1) Wisconsin Statutes
120.14
120.16(2)

CROSS REF.: 681, Financial Reports and Statements

APPROVED: April 14, 2008
