

Book Policy Manual
Section Issue 3 of 2023 September READY FOR OSBA
Title Petty Cash Accounts
Code DJB
Status

~~This is the OSBA sample policy.**~~**

Petty Cash Accounts

The Board directs the Treasurer to create petty cash accounts ~~allowing certain administrators to make purchases within the District~~ **when necessary for District operations**. Money ~~may~~ **can** be drawn from accounts by check. The Treasurer designates who can use the accounts, the amount of money that may be placed in the accounts as well as the procedures and requirements for replenishing the accounts.

Account access is limited to only those individuals who have a job-related need to use these accounts. Any person using the accounts must ~~keep a written log, which is to be turned in each day~~ **complete all required documentation**.

~~Annually,~~ **t**he Treasurer establishes the amount of money to be placed in the accounts. The Treasurer's approval is needed to replenish the accounts. No major purchases may be made from the accounts.

Any ~~administrator~~ **individual with access to the petty cash account** who ignores procedures and does not take prudent measures to ensure that proper security is maintained, may be held personally liable for losses.

Legal References

ORC 9.22
ORC 9.38
ORC 3313.291
ORC 3313.31
ORC 3313.51

Cross References

DM, Deposit of Public Funds (Cash Collection Points)

NOTE: House Bill 312 (2018) prohibits school districts from using debit cards.

THIS IS A REQUIRED POLICY

Legal [ORC 9.22](#)
[ORC 9.38](#)
[ORC 3313.291](#)
[ORC 3313.31](#)
[ORC 3313.51](#)