

Business and Non-Instructional Operations

Emergency Cash Fund - Superintendent

I. Purpose

To define procedures for the use of Superintendent's Business Office Emergency Cash Fund.

II. Scope

This procedure applies to the Pinney Administrative Offices

III. General

A. An Emergency Cash Fund of \$100.00 will be established with the Business Manager.

B. The fund is the primary responsibility of the Business Manager.

It is important that only one individual be allowed access to any funds. Strict accountability must be maintained.

C. The primary objective of this fund is material purchases that are of a dollar value not warranting a purchase order or purchases from vendors where the company does not have an established account. Normally emergency cash transactions will not exceed \$50.00. Transactions of more that \$50.00 will be approved in advance by the Business Manager.

D. Each expenditure of funds requires a paid receipt and the account and profit center that are to be debited.

E. Cash draws for material shall be documented and signed by requester prior to issuance of funds.

F. Expenditures are posted to the form "Request for Replenishment of Emergency Cash" (see 3450 Form)).

G. Reconciliation for reimbursement shall be "as required" or each month-end.

H. Upon submittal for reimbursement, the form "Request for Reimbursement" and receipts shall accompany the form which will cite accounts and cost centers to be debited. They are to be forwarded to the Business Manager for approval who will, in turn, submit them to Accounts Payable.

I. Re-assignment of Emergency Cash Fund for vacations or other absences will be up to the Business Manager.

J. The emergency cash box shall be in the safe and locked at the close of each business day.

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