## **Petty Cash Procedures**

## **Establishing a Petty Cash Account**

When you are ready to open up a Petty Cash account, please e-mail <u>pennysandzimier@iusd.org</u> a letter requesting a revolving cash check for the designated amount (see below). You will need to include a budget number that this amount will be charged to. The budget is up to the sites discretion, but most sites use their gift accounts. (01-xxx-700-10-4301).

## Maximum Petty Cash Allowed

Elem Schools w/Petty Cash checking accounts	\$ 1,000.00
Middle Schools w/Petty Cash checking accounts	\$ 2,000.00
High Schools w/Petty Cash checking accounts	\$ 5,000.00
All others w/o Petty Cash checking accounts	\$ 200.00

