

CONDITIONS OF ACCEPTANCE OF PETTY CASH FUND

1. I agree to accept responsibility for the safekeeping and accountability of the fund.
2. The fund is to be used for petty cash purposes only.
3. For purchases outside the community, the maximum amount of any purchase is not to exceed \$500.00. Any purchase over \$500.00 in value must have prior approval of the Chief Financial Officer or designate. If not approved it could result in loss of the Petty Cash fund. The school purchase card should be utilized in these situations in lieu of Petty Cash.
4. All items purchased must be supported by an itemized receipt marked "PAID". A cancelled cheque cannot be used for proof of purchase. Received On Account (ROA) receipts will not be accepted. Debit card/credit card slips will not be accepted. Statement of accounts will not be accepted.
5. All invoices must be marked as to which part of the budget it is to be coded to either by using the appropriate budget code numbers or writing instructional, janitorial, postage, etc.on the receipt.
6. Paid invoices should be listed on a "Petty Cash Reimbursement Request" form and submitted to the Meadow Lake Office for reimbursement when a major portion of the fund has been expended. When the receipts have been verified and reconciled, we will issue a cheque reimbursing the fund for the amount of receipts approved. This will take approximately two weeks from the date that we received it. Please keep receipts in order as written on the sheet.
7. The Petty Cash fund cannot be used for the payments of casual labour expenditures (except honoraria for elders) unless prior approval is received by the Chief Financial Officer and indicated on the reimbursement claim.
8. Receipts or money totalling the outstanding balance of the Petty Cash fund must be forwarded to the Meadow Lake Office no later than the end of June or by the end of the academic year, whichever is the earliest. Any outstanding balance may be collected by payroll deduction from your final cheque.
9. Any money collected from other sources (fundraising, donations, etc.) is to be kept separate from the Petty Cash fund. Reimbursement should be requested for Petty Cash funds only except in exceptional circumstances (see point 4 above).
10. Any violation of the above conditions may result in the Petty Cash fund being withdrawn.

I acknowledge the above conditions:

In-School Administrator Signature

Date

Witness Signature

**Sign two copies, keep the duplicate copy for your records and
return the original to the Meadow Lake Office.**