



Responsibility:	<i>Coordinating Superintendent, Business Services & Treasurer of the Board</i>
Legal References:	<i>Nil</i>
Related References:	<i>Administrative Procedure 4570 - Procurement</i>
Revisions:	<i>August 2019</i>
Reviewed:	<i>May 2016</i>

1. Preamble

The following procedure outlines expectations pertaining to the use of petty cash, and the reimbursement and disbursement process for petty cash purchases. The processes to be followed for recording and reporting petty cash purchases are also outlined.

2. Limitations

2.1 Transactions shall not exceed \$250.

2.2 If the purchase is going to be more than \$250, a purchase card or purchase order, whichever is appropriate, should be used.

3. Uses for Petty Cash

3.1 Use for approved purchases only as per 4.1 below.

3.2 Certain goods and services should NOT be paid through petty cash. These include:

- 3.2.1 Employee expense reimbursements;
- 3.2.2 Invoices pertaining to purchase orders;
- 3.2.3 Honorariums
- 3.2.4 Payment of Fees for Services to an individual;
- 3.2.5 Payments over \$250.00.
- 3.2.6 Off-campus invoices (ie transportation and admissions)
- 3.2.7 Payments to US vendors
- 3.2.8 Cheques issued to the Waterloo Region District School Board (WRDSB)
- 3.2.9 Those services to be contracted by other departments (IT, Facility Services, Procurement).

4. Reimbursement Process

4.1. Prior to making a purchase, approval must be obtained from the Principal or designate (i.e. Vice-Principal).

5. Disbursement Process

5.1 Ensure that the purchase complies with the appropriate procedures and guidelines.

5.2 Issue the cheque for payment through K212 – WRDSB online cheque entry.

5.3 Each cheque must have **two** of the authorized signatures on the bank authorization form for your school.

6. Records and Reporting

- 6.1 Record cheques issued on the Petty Cash Cheque Control Register and obtain the appropriate approval.
- 6.2 For audit purposes, write the cheque # on the receipt or invoice.
- 6.3 Keep a file with the original receipts and invoices or other proof of payment for petty cash cheques issued. These documents must be retained for a period of 7 years.