

**North Orange County Regional Occupational Program
PETTY CASH FUNDS
ROP AR 3451**

AR 3451

Administration Regulation

Business Operations

In order to facilitate minor purchases, the Superintendent or designee shall establish a petty cash fund at the Education Center. The petty cash fund shall be used for reimbursement of purchases made by ROP employees on behalf of the ROP, which may include, but are not limited to, payment for services or supplies for which there is an urgent deadline or to reduce the need for issuing numerous small warrants. The fund may also be used to disburse cash advance for conference/travel expenses (i.e. parking, registration fee, and meals) to conduct official ROP business.

The Fiscal Services Department shall be responsible for all expenditures from the fund and shall create a system for tracking fund expenditures. Each expenditure shall be supported by appropriate documentation.

The Superintendent or designee shall reconcile and account expenditures whenever the fund is replenished, at the end of the fiscal year, or at the request of the Superintendent or designee.

The Superintendent or designee shall ensure that the petty cash fund is kept in a safe and secure location.