

TEXAS SCHOOL FOR THE DEAF

**PURCHASING AND ACQUISITION:
PETTY CASH ACCOUNT**

CHB

**ESTABLISHING AND MAINTAINING
PETTY CASH FUND**

The Superintendent shall establish an imprest petty cash fund not to exceed \$10,000 out of funds appropriated by the General Appropriations Act. TSD's Chief Financial Officer will obtain required approval from the Comptroller in establishing and maintaining an imprest petty cash fund.

Petty cash funds may be maintained in cash and/or at a local bank.

**DEFINITION OF IMPREST PETTY
CASH AND ACCOUNTING
CONTROLS**

Petty Cash is a current asset account; it is part of TSD'S cash on hand.

Expenses related to petty cash will be recorded in the general ledger and included in the Annual Financial Report.

USE OF PETTY CASH FUNDS

Petty cash funds may be used for:

- (1) making change of currency;
- (2) advancing travel expense money to state officers and employees;
- (3) making small disbursements for which formal expenditure procedures are not cost-effective; or
- (4) any similar purpose or combination of purposes a state agency considers prudent for conducting state business.

Government Code 403.244

PROCEDURES

The Superintendent shall ensure that procedures are developed to implement this policy.