
WEST HILLS COMMUNITY COLLEGE

FINANCE

REVOLVING CASH FUND

The Board of Trustees recognizes the convenience a revolving cash fund affords in the day-to-day operation of a school district, but the Board is also aware of the abuses that can result from the establishment of such funds unless proper controls are promulgated.

The Board authorizes the establishment of a revolving cash fund in the District Office in the amount of \$10,000.

A person responsible for the management of each petty cash fund shall be designated by the Vice Chancellor of Business Services.

Such responsible person shall insure that each request for funds is made in writing, signed by the requestor and any confirming papers attached, and that funds are not used to subvert the legal bidding procedures.

On a periodic basis, the person responsible shall prepare a total of the disbursement slips showing the expenditures by line account numbers and submit such papers to the Board with a voucher requesting replenishment in a like amount.

Education Code 85401, et seq.

Board approval date: _____