

PETTY CASH POLICY

PURPOSE

To implement a petty cash process that complies with the Department's policy requirements.

SCOPE

This policy applies to petty cash operations conducted by Boisdale Consolidated School.

POLICY

Boisdale Consolidated School does not utilise petty cash for any types of payments.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide: [Payment of Accounts](#)
- [Financial Manual for Victorian Government Schools](#) Section 11 – Expenditure Management

[Cash Handling resources](#)

REVIEW CYCLE

This policy was last updated in July 2021 is scheduled for review in July 2022.