

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 held by Concongella Primary School.

POLICY

Petty cash will not be kept at Concongella Primary School. Purchases need to be made in accordance with the School Purchasing Card policy or through correct ordering procedures.

FURTHER INFORMATION AND RESOURCES

- [Financial Manual for Victorian Government Schools](#) Section 11 – Expenditure Management
- [Cash Handling resources](#)

REVIEW CYCLE

This policy was last approved by school council on 27th February 2023 and is scheduled for review in February 2024.