

Business and Noninstructional Operations

DISTRICT REVOLVING FUND

The Governing Board has established by resolution a revolving cash fund for use by the Superintendent or designee in paying for goods, services, and other charges determined by the Board, including supplemental payments required to correct any payroll errors. (Education Codes 42800-42806, 45167)

At the request of the Board, the County Auditor or the County Superintendent of Schools, the Superintendent, or designee shall give an account of the fund. (Education Code 42804)

The Board shall review and revise fund usage as appropriate.

The funds shall be deposited in a bank doing business locally, whose deposits are insured by the FDIC and approved by the Board. The Superintendent or designee shall be responsible for all payments into the account as well as expenditures from the account subject to the restrictions established by the Board. The fund shall be audited annually by the accountant authorized by the Board.

District personnel, with the approval of the principal or department head, may make cash purchases of items costing no more than one hundred fifty dollars (\$150.00). This does not include payroll adjustments made through the Business Services and Support Department. Reimbursements shall be made upon presentation of the itemized, dated receipt to the Business Office. Reimbursement must be required prior to an accumulation of more than three hundred dollars (\$300.00) in reimbursable cash purchases.

Regulations permit use of the District Revolving Cash Fund for the purchase of items by staff members subject to the following conditions:

- (a) Purchases eligible for reimbursement are as follows:
 - (1) Anything not prohibited by law, District policy, or site manager.
 - (2) Must be from a licensed vendor (not an individual friend or family member).
 - (3) Must cost less than one hundred fifty dollars (\$150.00), total not to exceed three hundred dollars (\$300.00), and be submitted for reimbursement within 90 days.

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DISTRICT REVOLVING FUND (continued)

- (4) District personnel cannot purchase equipment and request reimbursement. Equipment (in this instance) is not determined by the cost of the item.
- (5) Materials must not require installation, service, or maintenance. The District will NOT purchase warranties on these materials.

Legal Reference:

EDUCATION CODE

- 35160 Authority of governing boards after January 1, 1976
- 41020 Audits of all district funds
- 42800-42806 Revolving cash fund
- 42810 Revolving cash funds; use; administrators
- 45167 Error in salary

Policy

Adopted: 11/13/90

Revised: 10/17/00

CHULA VISTA ELEMENTARY SCHOOL DISTRICT
Chula Vista, California