



No. 4314

# Chatham Primary School

Weybridge Street, Surrey Hills Victoria 3127

Telephone: (03) 9830 1933

Email: [chatham.ps@education.vic.gov.au](mailto:chatham.ps@education.vic.gov.au)

Website: [chathamps.vic.edu.au](http://chathamps.vic.edu.au)

## PETTY CASH POLICY

### PURPOSE

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

It is understood that a Petty Cash system does not operate at Chatham Primary School therefore, there is no need for a Department of Educational and Training Policy in this area. If these circumstances change, then a policy will be forwarded to the School Council for approval based on guidelines and compliance requirements of the Department of Education and Training.

### REVIEW CYCLE

School Council President

Principal

Date

5/4/23

As approved by the School Council meeting of 20<sup>th</sup> March 2023