

**VENTURA COUNTY OFFICE OF EDUCATION**

**SUPERINTENDENT POLICY NO. 3120**

**ADOPTED: 02/14/96**

**CLASSIFICATION: General Administrative Policies**

**REVISED: 05/05/08**

**SUBJECT: Budget Control**

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No expenditures for any item in the budget of any Division shall exceed the amount budgeted for such item, unless authorization to exceed the amount has been obtained in advance from the County Superintendent of Schools or the Associate Superintendent, Administrative Services. The responsibility for exercising budgetary control shall rest primarily with the Associate Superintendent, Administrative Services, and secondarily with the Director of Internal Business Services.

A revolving cash fund shall be established in the amount of two thousand dollars (\$2,000) for emergency purposes only, and may not be used for any purpose of salary payment. The authorized agents are the County Superintendent of Schools, the Associate Superintendent of Administrative Services and the Director of Internal Business Services.

An alternative petty cash fund may be established in an amount not to exceed two hundred dollars (\$200) per school site. The purposes, limitations and responsible administrators shall be those designated in the resolution authorizing the fund.