

## **BP 6301      Revolving Cash Account**

### **Reference:**

California Education Code 88166

The Board of Trustees shall authorize a Revolving Cash Account. Board authorization will include the amount to be held in the account and the banking institution the account will be held at.

The revolving cash account will be used to pay for goods and services which are a legal charge against the District when waiting for payment by Los Angeles County warrant would be detrimental to the District's finances. In addition, corrections of payroll errors as provided in California Education Code Section 88166 will be made from this account.

The CEO shall direct the CBO to establish procedures for the issuance of checks from the revolving cash account and for the maintenance of the account.

**See Administrative Procedure 6301**

**Board Approval Date: February 13, 2019**

**Next Review Date: Spring, 2025**