

PETTY CASH ACCOUNTS

In order to facilitate refunds and minor purchases, the Board authorizes a petty cash fund in each school and in the Central Office.

A school's petty cash fund shall not exceed \$200.00. The Central Office petty cash fund shall not exceed \$100.00.

The custodian for such accounts at the school will be the principal. The account custodian at the Central Office will be the Superintendent/designee. Each transaction must be supported with proper receipts.

Justifiable expenditures from the petty cash accounts will include but not be limited to: miscellaneous materials and supplies (\$20.00 maximum) for office supplies, stamps and freight. All items purchased with petty cash funds should meet the criteria of an expedient measure and should not be used to circumvent established policy on purchasing authority.

The petty cash funds will be replenished through accounts payable procedures after approval by the Superintendent/designee.

Adopted: August 8, 2012