

PETTY CASH ACCOUNTS

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

The School's petty cash fund shall not exceed \$_____. The central office petty cash fund shall not exceed \$_____.

The custodian for such accounts in the schools will be the building principals. The account custodian at the central office will be the Superintendent/designee.

Justifiable expenditures from the petty cash accounts will include but not be limited to: miscellaneous materials and supplies (\$_____ maximum) for office supplies, stamps and shipping.

All petty cash transactions must be supported with proper receipts.

The petty cash funds will be replenished through established business office procedures after approval by the Superintendent/designee.

Adopted: November 5, 2012