

PETTY CASH/CASH ACCOUNTS

Petty cash funds shall be established at designated offices in the district for the purchase of materials, supplies or services under conditions requiring immediate payment.

The amount of each fund will be determined at the organization meeting and will not exceed \$100.00

Requests for petty cash purchases are to be approved by the Building Principal, manager or designee prior to incurring an obligation to a vendor.

The district shall reimburse uses of petty cash funds within the budget allocation of the department up to the extent of expenditures, upon the submission of appropriate documentary support. Each fund will be closed at the end of the school year.

Cash in School

Monies should be deposited in the bank as soon as possible. It is recommended that no money other than petty cash shall be kept in any school building overnight. The Superintendent of Schools shall inform all employees of this requirement.

Adopted: February 26, 1996