

PETTY CASH ACCOUNT

Petty cash funds may be established in such instances as they will expedite the purchase of minor items.

Expenditures against these funds must be itemized and documented with receipts, and will be charged to the applicable budget code. After the budget item is exhausted, no expenditures against the item may be made from petty cash.

The custodian for such accounts at the schools will be the principal.

First Reading: January 7, 2003
Second Reading and Approval: March 4, 2003
Reviewed: January 15, 2014