

CODE: DJC

PETTY CASH ACCOUNTS

In order to facilitate refunds and minor purchases, the School Committee authorizes a petty cash fund not to exceed \$100.00 in each school and in the Central Office.

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

Justifiable expenditures from the petty cash accounts will include but not be limited to: miscellaneous materials and supplies (\$50.00 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: July 12, 2011