PETTY CASH ACCOUNTS

In order to facilitate refunds and minor purchases, the Superintendent of Schools shall establish a small petty cash fund in each school. Expenditures against this fund must be carefully itemized by the administrators and turned in to the school district office.
PETTY CASH ACCOUNTS

1. Cash Funds shall **not** exceed $50.00

2. Cash funds are to be used for the following purposes:
   a. Miscellaneous postage
   b. Collect deliveries, and
   c. Small disbursements under $5.00

3. Cash funds are not to be used for the following purposes:
   a. Travel
   b. Salaries or casual labor
   c. School supplies in excess of $5.00
   d. Items costing more than $5.00
   e. Telephone
   f. Any other expenditures exceeding $5.00, or
   g. Loans to staff

4. Funds will be replenished upon presentation of receipts

5. Funds must be reconciled and accounted for
   a. Whenever the fund is depleted; and
   b. Bi-weekly on appropriate form

6. Building Administrators are responsible for the funds