PETTY CASH ACCOUNTS

Building Principals will administer petty cash funds established for their school as follows:

- 1. Petty cash may be used to purchase items costing less than \$50.00.
- 2. No purchase will be reimbursed through a petty cash account unless accompanied by a receipt and noted on the petty cash report.
- 3. The petty cash report and accompanying receipts should be turned in periodically to the business office to reimburse the fund. The report must be filled out completely.
- 4. The maximum petty cash allowable for each building is \$100.00.
- 5. When the petty cash account is reimbursed, the office supply account will be charged.
- 6. Money received must not be put directly into petty cash. This money must be turned in to the business office, and the appropriate fund will be credited.

Proposed: 06/13/02 NHSBA Review: 01/23/14

Adopted: 08/07/02 PRC Review: 12/15/2021

Board Re-Affirmation: 01/12/2021

Approval: 04/06/2022