

PETTYCASH ACCOUNTS

In order to facilitate refunds and minor purchases, the board authorizes a petty cash fund in the CRCS and the Board Office.

The a c c o u n t custodian for such accounts at the school will be the Executive Director.

Each transaction must be supported with proper receipts to the account custodian.

Justifiable expenditures from the petty cash accounts will include but not be limited to: miscellaneous materials and supplies, for office supplies, stamps and freight (\$50 maximum). 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 as imprested funds and are to be reimbursed to each account through accounts payable after approval by the Executive Director.

Adopted: 8/29/2012  
Revised: 2/20/2013