

**FILE: DJC**

**PETTY CASH ACCOUNTS**

In order to facilitate refunds and minor purchases, the Board authorizes a petty cash fund in each school and in the board office.

The custodian for such accounts at the schools will be the principal. The account custodian at the board 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 (\$100.00 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 as imprest funds and are to be reimbursed to each account through accounts payable after approval by the superintendent/designee.

Adopted:        March 14, 1995