

PETTY CASH/REVOLVING ACCOUNTS

In order to simplify refunds and minor purchases, the board of trustees may authorize petty cash funds for schools in the central administration office as found desirable.

Expenditures against these funds must be itemized and turned in to the board whenever replenishment is requested. Expenditures from petty cash shall be charged to the applicable budget category. Once a budget category is exhausted, no further expenditure against the category may be made from petty cash.

Adopted: 11/12/84
Revised: 8/9/10

Adoption Date: