

## PETTY CASH/REVOLVING ACCOUNTS

1. The Petty Cash Fund shall not exceed \$3,000.00
2. The Petty Cash Fund is to be used for the following purposes:
  - a. Miscellaneous postage
  - b. Collect deliveries
  - c. Payment of activity officials
  - d. Miscellaneous - required advance payments
  - e. Reimbursements to employees for approved purchases or expenses
3. The Petty Cash Fund is NOT to be used for the following purposes:
  - a. Travel
  - b. Salaries
4. The Petty Cash Fund will be replenished only upon presentation of an itemized (and receipted) accounting of the fund.
5. Petty Cash Funds must be reconciled and accounted for at the end of each month.
6. The Superintendent is responsible for the fund and any shortage of funds should a shortage occur.

Adopted: 11/12/84

Revised: 8/9/10