

## Business Operations

**NEW****SUBJECT: PETTY CASH FUNDS AND CASH IN SCHOOL BUILDINGS**

A petty cash fund of \$100 will be maintained in the administration office in a secure location. At the time of reimbursement, an itemized statement of expenditures, together with substantiating receipts, must be submitted. These accounts must be authorized by Board resolution at their annual meeting.

Appropriate regulations will be developed for implementation of this policy.

**Cash in School Buildings**

Not more than \$250 dollars, whether District or extraclassroom funds, will be held in the vault in the Main Office of each District school building. Only authorized personnel designated by the building administrator will be allowed into the Main Office vault.

All funds, whether District or co-curricular, etc., will be deposited prior to close of school on Friday of each week. No cash funds will be left in school buildings over a weekend period.

All funds, whether District or co-curricular, etc., will be deposited daily in the vault in the Main Office of each District school building. Under no circumstances will cash be left in classroom areas or desks. The District will not be responsible for funds left unprotected.

Education Law Section 1709(29)

Adopted: 11/22/94  
Revised: 4/17/06;

# POLICY

2006

5520

Business Operations

OLD MOVED TO 5530 DELETE

**SUBJECT: PETTY CASH FUND**

A petty cash fund of \$50 shall be maintained in each school building and \$100 in the administration office in a secure location. At the time of reimbursement, an itemized statement of expenditures, together with substantiating receipts, shall be submitted. Such accounts shall be authorized by Board resolution at their annual meeting.

Appropriate regulations shall be developed for implementation of this policy.

Education Law Section 1709(29)

Adopted: 11/22/94

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