

PETTY CASH ACCOUNTS

Petty cash funds may be established for schools, central office units, and special programs in such instances as they will expedite the purchase of minor items and/or provide immediate payment for minor services.

Expenditures against these funds must be itemized and documented with receipts, and will be charged to the applicable budget code. After a budget item is exhausted, no expenditures against the item may be made from petty cash.

The custodian for such accounts at the school will be the Principal. The account custodian at the SAU office will be the Business Administrator.

The Principal is authorized to endorse checks drawn against petty cash accounts which have been approved by the Board and signed by the School District Treasurer.

Reference: DJC-R

Proposed: 06/13/02
Adopted: 08/07/02

NHSBA Review: 01/23/14