

## **PETTY CASH FUNDS**

**P6670**

A petty cash fund of not more than one hundred dollars (\$100) shall be maintained in the District Office and in each school building in a secure location. Payments from petty cash funds may be made for materials, supplies, or services only when immediate payment is called for or when making change. At the time of reimbursement, an itemized statement of expenditures, together with substantiating receipts, shall be submitted. Each building or department fund will be reimbursed as the need indicates and proper evidence of disbursement has been forwarded to the Business Office. Such accounts shall be authorized by Board resolution at their meeting.

Revised May 2010

Renumbered from P3560 – September 2015