

Petty Cash Accounts

DJB

In order to facilitate refunds and minor purchases, the Board shall authorize petty cash funds for the schools and the superintendent's office.

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