

PETTY CASH ACCOUNT

The Board of Education authorizes the establishment of a petty cash account in the care of the Treasurer and in the amount determined by the Board. Building administrators may draw moneys from the account.

Each responsible person shall ensure that petty cash funds are spent only for postage, delivery charges, office supplies, and miscellaneous purchases. No single purchase from the petty cash account shall exceed \$100.00, unless the purchase is made by the Treasurer, in which case the maximum purchase amount is \$200.00. Funds from the petty cash account are not to be used to subvert the regular purchasing procedure.

The Treasurer or his/her designate shall prepare a total of the disbursement slips and submit such papers with a voucher requesting replenishment in a like amount.

LEGAL REFS.: O.R.C. §3313.291

Adopted: August 1, 2017