

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. The Treasurer shall designate which person(s) may draw money from the petty cash account. Funds from the petty cash account may only be withdrawn by a District accounts payable clerk for approved purchases within the District.

Each responsible person shall ensure that petty cash funds are spent only for minor expenses (e.g., postage, delivery charges, office supplies, and miscellaneous purchases). No single purchase from the petty cash account shall exceed \$20.00. Funds from the petty cash account are not to be used to subvert the regular purchasing procedure.

LEGAL REFS.: O.R.C. §3313.291

Adopted: August 27, 2018