

PETTY CASH ACCOUNT

The Board authorizes the establishment of petty cash accounts in the care of the Chief Financial Officer and in the amount determined by the Board. The Chief Financial Officer shall designate which person(s) may draw money from the petty cash accounts. The Chief Financial Officer shall annually request Board of Education approval of amounts for each recommended petty cash 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 shall exceed \$30.00. Funds from the petty cash accounts are not to be used to subvert the regular purchasing procedure.

The custodian designated by the Chief Financial Officer of each petty cash fund shall prepare a schedule of disbursements when the funds available in petty cash have declined to less than twenty-five percent (25%) of the full amount authorized and shall show the disbursements by line account numbers. The custodian shall submit the schedule to the Chief Financial Officer's office with a voucher requesting replenishment in like amount.

CHANGE FUND

The Board of Education recognizes the convenience of a change fund in the day-to-day operation of the District.

The Board authorizes the establishment of a change fund to be in the care of the designated building cashier, who shall be responsible for providing change as needed.