

## PETTY CASH ACCOUNT

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## PETTY CASH

Petty Cash Accounts may be established at the Central Administration Building, at the discretion of the Superintendent, and at school locations, at the discretion of the principals.

Petty Cash shall not exceed \$1500.00 for the Central Administration Account. Campus Level Accounts shall be limited to \$250 unless an increase has been approved by the Superintendent.

Disbursements from Petty Cash shall be limited to a maximum of \$25.00 for each purchase. Petty Cash shall not be used to cash personal checks of employees.

Procedures for Petty Cash receipts and disbursements shall be found in the Student Activity Funds Accounting Procedures Manual.

ISSUE DATE: 7/21/98
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