

## PETTY CASH ACCOUNTS

If a petty cash account is established, building principals will administer the account as follows:

1. Petty cash may be used to purchase items costing no more than \$50.00.
2. No purchase will be reimbursed through a petty cash account unless accompanied by a receipt and noted on the petty cash report.
3. The petty cash report and accompanying receipts should be turned in periodically to the business office to reimburse the fund. The report must be filled out completely.
4. The maximum petty cash allowable for each building is \$100.00.
5. When the petty cash account is reimbursed, the appropriate account will be charged.

**Mrs. Priscilla Colbath, Chairperson**  
**Mrs. Judith Nason**  
**Mrs. J. Lizbeth Olimpio**  
**Mrs. Vivian Macedo**  
**Mr. Stephen Brown**

**Adopted by the Board:** *14 March 2001*  
**Revised by the Board:** *6 May 2002*  
**Revised by the Board:** *6 June 2012*