

SUBJECT: CASH IN SCHOOL BUILDINGS AND PETTY CASH FUNDS

Cash in School Buildings

Division Directors and building administrators will establish procedures, in cooperation with the Business Office to safeguard all cash received in the buildings. Building administrators are to make arrangements which shall minimize the amount of cash retained in the buildings. It shall be his/her responsibility to make sure that any small sums of money retained in a building are securely locked.

Petty Cash Funds

The Board hereby authorizes the establishment of petty cash funds not to exceed \$100.00.

The funds are to be used for the payment of properly itemized bills for materials, supplies or services under conditions calling for immediate payment.

Petty cash custodians are to be designated by the District Superintendent.

8 New York Code of Rules and Regulations
(NYCRR) Section 170.4

Adopted: 7/10/02