

POLICY

2009

5530

Non-Instructional/Business
Operations

SUBJECT: PETTY CASH FUNDS AND CASH IN SCHOOL BUILDINGS

A petty cash fund of not more than one hundred dollars (\$100) shall be maintained in the District Office and in each school building. Payments from petty cash funds may be made for materials, supplies or services only when payment is required upon delivery. At the time of reimbursement, an itemized statement of expenditures, together with substantiating receipts, shall be submitted. Such accounts shall be authorized by Board resolution at their annual meeting.

The Superintendent shall develop appropriate regulations for implementation of this policy.

Not more than one thousand dollars (\$1,000), whether District or extraclassroom funds, shall be held in the vault in the District Office. Under no circumstances shall cash be left in classroom areas or desks. The District will not be responsible for funds left unprotected.

All funds, whether District or extra-classroom funds, shall be deposited prior to close of school each week. Only authorized personnel designated by the building administrator shall be allowed in the Main Office vault.

Education Law Section 1709(29)

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

Adopted: 6/13/95
Revised: 2/10/09