

## **Petty Cash**

In order to facilitate refunds and minor purchases, the Board shall authorize petty cash funds for schools and central office units as found desirable.

Expenditures against these funds must be itemized, documented with receipts and turned in top the school business administrator on the last day of each month and whenever replenishment is requested. Expenditures from petty cash funds shall be charged to the applicable budget code. After a budget item is exhausted, no expenditures against the item may be made from petty cash.

Adopted: FEB. 16, 1993