

PETTY CASH FUNDS

Date of Adoption: February 22, 2007

The Board of Education authorizes establishment of petty cash accounts by resolution annually.

Funds are to be used for emergencies and small purchases only and not to subvert the intent of the regular purchasing procedures or for routine expenditures. No single expenditure shall exceed \$150.00, and all expenditures must be approved by the Assistant Superintendent for Business.

All disbursements from petty cash shall be reported at the next regular monthly meeting of the Board. All petty cash funds shall be established by Board-approved voucher and all unused cash is to be returned to the depository at the close of each fiscal year.

Scotch Plains-Fanwood Public Schools