

## PETTY CASH/PETTY CASH ACCOUNTS

Petty cash funds shall be established at each school and the district office for the purchase of materials, supplies or services furnished to the school district under conditions requiring immediate payment.

The amount of each fund will not exceed \$100.00. The Board of Education shall appoint a custodian for each petty cash fund who shall administer and be responsible for such fund.

To ensure that these funds are properly managed, the following guidelines shall be followed:

1. Receipts and cash-on-hand must always total the authorized fund amount. All disbursements from such funds are to be supported by receipts, receipted bills or other evidence documenting the expenditure.
2. Payments may be made from petty cash for materials, supplies, or services only when payment is required upon delivery. Sales tax on purchases will not be paid by the school district from petty cash funds.

The district shall reimburse uses of petty cash funds up to the extent of expenditures, with appropriate documentary support and as approved by the claims auditor. Petty cash funds provided for buildings or activities that do not operate during July/August must be closed out on June 30 and reestablished by Board of Education action at the reorganizational meeting of the Board in July.

Cross-ref: 6700, Purchasing

Ref: Education Law §§1604(26); 1709(29)  
8 NYCRR §170.4

Adoption date: 12/07/2011  
**2<sup>nd</sup> reading:** 12/07/2011  
**1<sup>st</sup> reading:** 11/02/2011

**PETTY CASH ACCOUNTS CUSTODIANS**

The custodians appointed for each petty cash fund are as follows:

Adult Education	Adult Education Supervisor	\$100.00
Business Office	Deputy Superintendent for Business	\$100.00
Grand Avenue MS	Principal	\$100.00
Merrick Avenue MS	Principal	\$100.00
S.H. Calhoun HS	Principal	\$100.00
J.F. Kennedy HS	Principal	\$100.00
W.C. Mepham HS	Principal	\$100.00