

## **PETTY CASH ACCOUNTS**

Petty cash funds may be established for schools, central office units, and special programs in such instances as they will expedite the purchase of minor items and/or provide immediate payment for minor services.

Expenditures against these funds must be itemized and documented with receipts, and will be charged to the applicable budget code. After a budget item is exhausted, no expenditures against the item may be made from petty cash.

The custodian for such accounts at the schools will be the Principal. The account custodian at the Central office will be the Superintendent.

The business manager or Superintendent is authorized to sign any checks drawn against petty cash accounts at the Central Office.

*Adopted: November 2005*

*First reading 2011 revision: October 11, 2011*

*Second reading: October 24, 2011*

*Adoption: November 21, 2011*

*Proposed reconsideration: November, 2016*

***Hull Public Schools***