

1999

5530

Non-Instructional/Business
Operations

SUBJECT: PETTY CASH FUNDS AND CASH IN SCHOOL BUILDINGS

Petty Cash Funds

A petty cash fund of not more than one hundred dollars (\$100) shall be maintained in the District Treasurer's Office and in each District facility or 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 of Education resolution at their annual meeting.

Appropriate regulations shall be developed for implementation of this policy.

Cash In School Buildings

All money collected in each District building shall be deposited in designated bank depositories daily by all school personnel responsible for handling such funds. No money is to be kept in any building overnight except by permission of the building principal and in such case, the funds will be secured under the principal's jurisdiction.

Education Law Section 1709(29) and 2503(1)
8 New York Code of Rules and Regulations
(NYCRR) Section 170.4

Adopted: 1/12/99