



Section: FINANCES
Title: PETTY CASH
Adopted: August 19, 2003
Revised:

615. PETTY CASH		
<p>1. Purpose</p> <p>2. Authority</p> <p>3. Guidelines</p>	<p>Petty cash funds may be used for designated purposes so long as such funds are subject to adequate controls and safeguards.</p> <p>The Joint Operating Committee authorizes the establishment of petty cash funds in the care of the Business Administrator or his/her designee.</p> <p>No money shall be left in classrooms, shop-laboratories or other areas of the building. All monies shall be deposited daily before the close of school.</p> <p>Deposits of money of \$100.00 or more accumulated after banking hours will be placed in a night deposit security.</p>	<p>P.G. 811</p>