Subject: Petty Cash Funds

Establishment

A petty cash account may be established for each building within the District. The specific amount to be available in each building and the person responsible for each fund shall be designated annually by the Board. No single Petty Cash Fund may exceed $100 with the exception of $200 for the Tax Collector during the tax collection season. The accounting procedure and the method used to report expenditures shall be those outlined in Section 170.4 of the Commissioner’s Regulations.

Education Law Sections 1604, 1709

Approved: Board of Education
May 25, 1994

Approved: Board of Education
June 26, 2002

Approved: Board of Education
December 6, 2006