

POLICY

1990

5630

Non-Instructional/Business
Operations

SUBJECT: PETTY CASH FUND

A petty cash fund of one hundred dollars (\$100) shall be maintained in the Superintendent's Office, Business Office, Transportation Office and in each school building. At the time of reimbursement, an itemized statement of expenditures, together with substantiating receipts, shall be submitted. Such accounts shall be authorized by Board resolution at its annual meeting.

Education Law Sections 1604, 1709
Commissioner's Regulations Section 170.4