

POLICY

2017

5530

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NON-INSTRUCTIONAL/BUSINESS
OPERATIONS

SUBJECT: PETTY CASH FUNDS AND CASH IN SCHOOL BUILDINGS

Individual petty cash funds of not more than one hundred dollars (\$100) may be maintained. Such accounts shall be authorized by Board resolution at their Annual Meeting. 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.

The Superintendent shall develop appropriate regulations for implementation of this policy.

Not more than \$250, whether District or extraclassroom funds, shall be held in the vault in the main office of each District school building. Under no circumstances shall cash be left in classroom areas or desks. The District will not be responsible for funds left unprotected.

All funds, whether District or extraclassroom funds, shall be deposited prior to close of school each weekday. Only authorized personnel designated by the building administrator shall be allowed in the main office vault.

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

Adopted: 7/5/17