

Strauss Esmay Series 6000 Finances

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***6620 - PETTY CASH (M)**

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The Board of Education authorizes the establishment of petty cash accounts and in accordance with this policy directs the implementation of appropriate controls to protect the accounts from abuse. All petty cash accounts are to be checking accounts. There will be no cash accounts. All petty cash accounts will be maintained on an imprest basis.

The following Petty Cash Accounts are to be established annually by the Board of Education resolution with the purpose of each account to be outlined in the resolution. The total allotments for the school year shall not exceed the budget amount.

Office	Total Allotment	Initial Allotment*
Board Secretary's Office	\$2,700	\$2,700
Building Services Department	\$5,000	\$2,000
Athletics Department	\$35,000	\$5,000
Special service Department	\$1,000	\$1,000
Basic Skills Department	\$1,000	\$1,000
Basic Skills Department Parent Account	\$1,000	\$1,000
Bilingual Department	\$1,000	\$1,000
Bilingual Department Parent account	\$1,000	\$1,000

***Purpose of Petty Cash Accounts**

Petty cash funds may be disbursed only for the immediate payment of comparatively small emergency and/or urgent expenditures. Petty cash funds may not be used to circumvent the Board approved purchasing procedures.

Limits of Petty Cash Use

A. Approval of Allotment

The allotment for each petty cash account is listed above and shall be approved annually by Board resolution at the May Board meeting.

B. Items Purchased

Petty cash funds are not to be expended for the following items:

- Postage stamps
- Furniture
- Equipment

