

PETTY CASH / PETTY CASH ACCOUNTS

In order to facilitate minor purchases and payments and to make change when needed, the Board of Education authorizes cash accounts as follows:

Business Office	\$100
Superintendent's Office	100
High School Office	100
Middle School Office	100
Intermediate School Office	100
Food Service Manager's Office	75
High School Cafeteria	100
High School Breakfast	40
Middle School Cafeteria	80 40
Intermediate School Cafeteria	80 40
Educational Support Center	100
Transportation Department Office	100
Big Flats Elementary School	100
Center Street Elementary School	100
Gardner Road Elementary School	100
Ridge Road Elementary School	100
Big Flats Cafeteria	15
Center Street Cafeteria	15
Gardner Road Cafeteria	15
Ridge Road Cafeteria	15
Philo Road Cafeteria	50
ADD: Athletic Receipts Start-Up Fund	\$1,000

Each petty cash fund shall be the responsibility of the administrator or manager having supervision over the office or cafeteria where such fund is located. The amounts designated by this policy are maximum amounts and may be replenished by submission of properly itemized bills for supplies and services that have required immediate payment.

The Business Official shall prescribe procedures for the operation of petty cash accounts that will assure record keeping conformance to the school district accounting system.

Cross-ref: 6700, Purchasing
Ref: Education Law § ~~1604(26)~~; 1709(29)
 8 NYCRR Section 170.4

Approved: July 1, 2001

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