

PETTY CASH ACCOUNTS

The Central Office shall be allowed a maximum \$300 in a petty cash account. The superintendent may from time to time request additional monies to maintain the maximum allowable amount. Each request shall be accompanied by a complete statement of all monies spent from the date of the last statement. The statement shall be kept on file at the Central Office.

Adopted: October 23, 1975
Effective: November 6, 1975
Revised: September 30, 2000