

**R.S.U. #82/M.S.A.D. #12
PETTY CASH ACCOUNTS**

To facilitate refunds and minor purchases, the Board authorizes a petty cash fund in the Forest Hills Consolidated School office.

The Forest Hills Consolidated School petty cash fund shall not exceed \$200.00.

The custodian for such account at the school will be the principal. Each transaction must be supported with proper receipts.

Justifiable expenditures from the petty cash account include but are not limited to: miscellaneous materials and supplies, postage, shipping, etc. Purchasing with petty cash funds should not be used to circumvent Board policies establishing purchasing authority or administrative purchasing procedures.

The petty cash funds will be replenished through the R.S.U. #82/M.S.A.D. #12 Business Office after approval by the Superintendent/designee.

Adopted: May 15, 2019