

## PETTY CASH ACCOUNTS

Petty cash funds may be established for the school, SAU Office, and special programs in such instances as they will expedite the purchase of minor items and/or provide immediate payment for minor services.

Expenditures against these funds must be itemized and documented with receipts and will be charged to the applicable budget code.

The custodian for such accounts at the school will be the principal. The account custodian at the SAU office will be the Superintendent or his/her designee.

First Reading:	January 8, 2002
Second Reading:	January 22, 2002
Adopted:	January 22, 2002
First Reading:	September 26, 2018
Second Reading:	October 10, 2018
Revised:	October 10, 2018