

Business and Non-Instructional Operations

Petty Cash Funds

In order to facilitate minor purchases, the Superintendent shall establish a small, petty cash fund not to exceed \$250.00 in each school as well as for the central administrative office. Expenditures against the fund must be carefully itemized by the Principals. After a budget item is exhausted, no expenditures against this item may be made even from the petty cash fund, unless a line-item transfer is authorized under Board of Education policy #3160.

Legal Reference: Connecticut General Statutes

7-392 Making of audits and filing of statements

10-237 School activity funds

(cf. 3160 – Budget and Transfer of Funds)

(cf. 3451 – Petty Cash Funds)

Policy adopted: June 11, 2002
 Policy revised: June 10, 2008
 Policy revised: March 8, 2011
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 Policy revised: June 7, 2022

NEW MILFORD PUBLIC SCHOOLS
 New Milford, Connecticut