

Adopted	December 3, 1997
Revision Date	May 16, 2016
Review Year	2020

Background/Purpose:

A small supply of cash is often needed in the day-to-day business of the school.

Policy Statement:

The Board Secretary will secure and maintain a supply of petty cash.

Guidelines:

Petty cash funds cannot exceed \$200.00.

Accountability:

Monitored annually by the Board of Directors in conjunction with budget preparation.

References:

AR 4050 Petty Cash