

PETTY CASH/CHANGE ACCOUNTS

The Board directs the Treasurer to create petty cash accounts allowing certain administrators to make purchases within the District. The Treasurer designates who can use the accounts, the amount of money that may be placed in the accounts as well as the procedures and requirements for replenishing the accounts.

Annually, the Treasurer establishes the amount of money to be placed in the accounts. The Treasurer's approval is needed to replenish the accounts. No major purchases may be made from the accounts.

The petty cash fund is reimbursed when receipts are presented to the Treasurer's office. Prudent measures to ensure proper security are maintained.

Adopted: May 17, 2006

Legal Refs.: ORC 9.38
3313.291

Cross Refs.: DM, Cash in School Buildings