

Petty Cash Funds And Cash In The School Building

A petty cash fund of not more than one hundred dollars (\$100.00) shall be maintained in the District Office. Such funds shall be used for purchases deemed necessary by the Superintendent. The purpose of the use shall be recorded as well as the documented record of reimbursement. Such an account shall be authorized by Board resolution at the annual meeting.

Not more than two hundred fifty dollars (\$250.00), whether District, extracurricular, or classroom funds shall be held in the District Office. Under no circumstances shall cash be left in classroom areas or desks. The District will not be responsible for funds left unprotected.

All funds – whether District, extracurricular, or class funds – shall be deposited prior to the close of school at the end of each week. Only authorized personnel designated by the Superintendent shall be allowed in the District Office vault.