

PETTY CASH ACCOUNTS

The Board may authorize the Chief Financial Officer to create petty cash accounts allowing certain administrators to request monies for purchases relating to District purposes. The Chief Financial Officer shall designate who can use the accounts, the amount of money that may be placed in the accounts as well as the procedures and requirements for requesting monies and replenishing the accounts.

Annually, the Chief Financial Officer establishes the amount of money to be placed in the accounts. The Chief Financial Officer's or his/her designee's approval is needed to replenish the accounts. No major purchases may be made from the accounts.

[Adoption date: May 16, 2002]

LEGAL REFERENCES:

ORC 9.38

CROSS REFERENCES:

DM, Cash in School Buildings
IGDG, Student Activities Funds Management

NOTE: THIS IS A REQUIRED POLICY