

**4100 CONTRACTS AND PURCHASING****4115 PETTY CASH**

The Board recognizes that in establishing procedures for the implementation of policies concerning contracts and purchasing, the Superintendent will likely make provisions for expenditures by administrators through the use of petty cash. With regard to said petty cash procedures, the Board imposes the following limitations:

a. No petty cash fund shall exceed the sum of **\$350** for any individual school.

b. No school's petty cash fund shall be replenished until the appropriate school administrator shall have provided to the Superintendent or his/her designee an accounting of the expenditure of the petty cash including copies of receipts.

c. Discrepancies in any petty cash fund in excess of **\$10** must be reported to the Board.

**The Superintendent or his or her designee shall develop written procedures for the request and reimbursement of funds from any petty cash fund.**

Legal References:

Adoption Date	-
Revised	-
Practice	-
Legal Reference	-
Cross Reference	-

XXX/xxx