

**PETTY CASH FUNDS**

A petty cash fund of not more than one hundred dollars (\$100) shall be maintained in the district office, each school building, cafeteria, and the district warehouse. The Board of Education shall appoint a custodian for each petty cash fund who shall administer and be responsible for such fund.

Payments from petty cash funds may be made for materials, supplies or services only when payment is required upon delivery. At the time of reimbursement, an itemized statement of expenditures, together with substantiating receipts, shall be submitted. Such accounts shall be authorized by Board resolution at their annual meeting.

Appropriate regulations shall be developed for implementation of this policy.

Cross-ref: 6700, Purchasing  
6670-R, Petty Cash Funds Regulation

Ref: Education Law §§1604(26); 1709(29)  
8 NYCRR §170.4

**Adoption date: December 3, 2008**