

P3451/Petty Cash

SECTION: **3000**
CATEGORY: **Business & Non-
Instructional Operations**
POLICY CODE: **P3451/Petty Cash**

PETTY CASH

Policy Statement

Petty cash funds shall be established annually in the amount of \$300.00 for the central administrative office and all other Trumbull Public Schools. Such funds shall be used for the payment of properly itemized bills of nominal amounts and under conditions calling for immediate payment. Expenditures must be logged on the form provided by the TPS Business Department. Allowances, responsibility, security and accounting of petty cash funds shall be in accordance with policies and procedures of the Trumbull Public Schools Board of Education.

Adopted: 2/8/22