

**BOARD POLICY**  
**Petty Cash Accounts**

---

**Descriptor Code: DJB**

All records of funds handled by the School Principals will be inspected annually by the Superintendent or his/her designee. Principals will make annual reports to the School District for all funds handled. Any purchases by Principals will be billed to his/her individual school account.

---

**ADOPTED: August 2, 2001**

**REVISED: July 15, 2021**

**Cherokee County Board of Education**