

5530	Petty Cash Funds
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The Board of Education authorizes the establishment of petty cash funds in an amount not to exceed State limits. The amounts and locations of all petty cash funds will be established annually by the Board at the Reorganization Meeting.

Receipts must be retained for all expenditures made from these accounts. Items which normally should be ordered through requisitions and purchase orders should not be purchased using the petty cash funds except in an emergency. The Assistant Superintendent for Business is responsible for the monitoring of the funds in accordance with State Education Department guidelines.

*Education Law Sections 1604(26), 1709(29) and 2503(1)
8 NYCRR Section 170.4*

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