

Adopted: 1974 *Saint Paul Public Schools Policy* 702.02
Revised: 5/2/1995, 6/17/2008

702.02 IMPREST CASH ACCOUNTS

Schools and departments may, with the authorization of the Board, establish imprest cash funds (petty-cash accounts). Each account shall be maintained in a separate bank account, administered by the appropriate administrator according to accounting procedures established by the Office of Business and Financial Affairs, and shall be audited annually. Disbursements shall be made by check.

LEGAL REFERENCES:

Minn. Stat. § 123B.11

CROSS REFERENCES: