

Regional School Unit 73 Board of Directors	CODE: DJC Page 1
SUBJECT: Petty Cash Accounts	
DATE OF ORIGINAL POLICY:	Jan. 24, 2013
DATE OF NEXT REVIEW:	2018
CANCELS POLICY CODE:	None
REVISION DATE:	None
JURISDICTION:	RSU 73 Schools

POLICY: Petty Cash Accounts

In order to facilitate refunds and minor purchases, the Board authorizes a petty cash fund in each school and in the Central Office.

A school's petty cash fund shall not exceed \$100.00. The Central Office petty cash fund shall not exceed \$100.00.

The custodian for such accounts at the school will be the principal. The account custodian at the Central Office will be the Superintendent/designee. Each transaction must be supported with proper receipts.

Justifiable expenditures from the petty cash accounts will include but not be limited to: miscellaneous materials and supplies (\$25.00 maximum) for office supplies, postage and shipping.

The petty cash funds will be replenished through accounts payable procedures after approval by the Superintendent/designee.

Adopted: January 24, 2013