

N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N

GOVERNANCE & OPERATIONS

FILE CODE: GO/3451

**BUSINESS OPERATIONS
PETTY CASH FUNDS**

Petty Cash Funds

The Board of Directors authorizes establishment of an imprest petty cash account in the amount of \$800.

Funds are to be used only for emergencies and small purchases and not to subvert the intent of the regular purchasing procedures or for routine expenditures. No single expenditure shall exceed \$75.

Responsibility for proper disposition and accounting shall be the responsibility of the Director, Finance and Operational Services Department, or designee.

Substantiation for expenditures shall be accompanied by a slip signed by the person who obtained funds.

Authority: BD 6/85
BD 9/94
BD 1/03

Revised BD 9/10

See Also: GO/3326