

6620 PETTY CASH

The Board of Education authorizes the establishment of petty cash funds in accordance with this policy. The Board directs the implementation of appropriate controls to protect the funds from abuse.

The Board hereby establishes imprest petty cash funds in the care of the following persons and in the following amounts:

<u>Account Title</u>	<u>Maximum Amount</u>
Business Administrator/Board Secretary	\$ 250
Principal, Bee Meadow School	\$ 200
Principal, Mountview Road School	\$ 200
Principal, Salem Drive School	\$ 200
Principal, Memorial Junior School	\$ 200
Assistant Principal, Memorial Junior School	\$ 200
Supervisor of Buildings and Grounds	\$ 200
Superintendent of Schools	\$ 200
Transportation Coordinator	\$ 100
Supervisor of Special Education	\$ 100
Hanover Township School-Age Child Care	\$ 400

Petty cash funds may be disbursed only for the immediate payment of comparatively small expenditures and may not be used to circumvent the regular purchasing procedures of this district. Each request for petty cash funds must be in a written document that is signed by the person making the request; supporting documents, if any, will be affixed to the request.

Purchase of classroom materials must be approved in advance. Materials may not be purchased on approval without a district purchase order. Confirming orders are not to be used.

Petty cash must be approved in advance by the Building Principal and should not exceed \$20.00. A tax exempt form is available in the main office. A request for reimbursement should include an original receipt of purchase (less tax). Requests for reimbursements should be presented to the school secretary for the Principal's approval.

The Building Principal shall submit to the Business Administrator a request for replenishment when the moneys available in the fund have declined to fifty percent or less of the authorized amount of the fund. The Business Administrator shall prepare a voucher for approval by the Board. The voucher will include disbursement slips to support the amount of the replenishment and its allocation to any account.

The petty cash box must be secured daily. All petty cash funds will be closed out for audit at the end of the school year, and unused funds will be returned to the depository.

N.J.S.A. 2C:21-15
N.J.S.A. 18A:19-13; 18A:23-2
N.J.A.C. 6A:23-2.9 et seq.

Adopted: 23 September 2008