

**Series 700: Non-Instructional Operations and Business
Services**

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798 PETTY CASH

I. PURPOSE

The School Board authorizes the establishment of petty cash funds in schools and administrative departments.

798 PETTY CASH

II. GENERAL STATEMENT OF POLICY

The purpose of petty cash funds is to provide a source of ready cash for the refund of the purchase of low dollar value items.

The building administrator or director shall sign a statement indicating responsibility for the petty cash account.

The Superintendent of Schools or designee shall maintain administrative rules regarding petty cash procedures.