

# DJC - PETTY CASH ACCOUNTS

## *Category R*

Petty cash funds may be established for schools, the SAU office, and special programs in such instances as they will expedite the purchase of minor items and/or provide immediate payment for minor services.

Expenditures against these funds must be itemized and documented with receipts and will be charged to the applicable budget code. After a budget item is exhausted, no expenditures against the item may be made from petty cash.

The custodian for such accounts at the schools will be the principal, accounts payable, and superintendent. These authorized custodians are authorized to sign checks drawn against petty cash accounts.

*Appendix: [DJC-R](#)*

Second Reading and Approval, Mason: January 11, 2016

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