

## **PETTY CASH ACCOUNTS**

**P3304**

The Principals will administer established Petty Cash funds as follows:

1. Petty Cash may be used to purchase items costing less than \$100.00.
2. No purchase will be reimbursed through a Petty Cash Account unless accompanied by a receipt and noted on the Petty Cash Report.
3. The Petty Cash Report and accompanying receipts shall be turned in to the Assistant Superintendent of Finance and Administration's office for reimbursement.
4. The maximum Petty Cash allowable for each elementary school is \$150.00; for the middle school \$150.00; and for the high school \$300.00.
5. The maximum Petty Cash for the Central Office is \$100.00.
6. When the Petty Cash Account is reimbursed, the appropriate account will be charged.
7. Money received must not be put directly into Petty Cash. This money must be turned in to the Business Office, and the appropriate fund will be credited.

Policy Adopted: April 9, 2001  
Policy Reviewed:  
Policy Revised:

**WESTFORD PUBLIC SCHOOLS**  
Westford, Massachusetts 01886