File: <u>DJB</u> Page 1 of 1

PETTY CASH ACCOUNTS

Petty cash accounts in K-6 should be kept to a maximum of \$25.00. However, expenditures against these funds shall be itemized by the principals of each building. Refunds will be made when the list of expenditures and copies of receipts have been turned into the business administrator.

Adoption date: December 7, 1993

Effective date: December 7, 1993

SANFORD SCHOOL DEPARTMENT