



GROTON AREA SCHOOL DISTRICT 06-6

POLICIES AND REGULATIONS

NEPN Code: DJB

### **PETTY CASH ACCOUNTS**

In accordance with law, the Board may establish petty cash accounts for the schools in the district, not to exceed the amount of **\$1,000** in each account. This account may be used to facilitate refunds and minor purchases of the school district.

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

**[Amended: 11/14/11]**