PETTY CASH/PETTY CASH ACCOUNTS REGULATION

The custodian of each petty cash fund in the Bethlehem Central School District will be responsible for the following method of record keeping:

1. deposits to petty cash will be made in amounts that shall not exceed payments made in cash from the fund;
2. payments made from the funds will be indicated by receipts, receipted bills, or other evidence of payments in a form available for audit;
3. disbursements will be acknowledged by the signature of the individual receiving payment;
4. each disbursement will be properly budget-coded prior to the disbursement of funds; and
5. a request to replenish the petty cash fund will be accompanied by a summary sheet, signed by the custodian of the fund, with all expenditures properly accounted.

The custodian will disburse petty cash only for payment for materials, supplies, and services, only when payment is required upon delivery.

Petty cash funds will be reauthorized by Board of Education (the Board) action at the organization meeting of the Board in July.

Adoption date: June 19, 2002
Revised date: August 7, 2019