PETTY CASH/PETTY CASH ACCOUNTS

The Board of Education (the Board) of the Bethlehem Central School District will annually establish a petty cash fund of $100 and designate the chief business and financial officer as the person responsible for such fund. This action will be taken at the annual organizational meeting held each July. Other petty cash funds may be established at the discretion of the Board.

Deposits to each petty cash fund may be made from time to time in amounts that shall not exceed payments made in cash from the fund, as indicated by receipts, receipted bills, or other evidence of payment in a form available for audit.

Payments from the funds may be made for materials, supplies, or services only when payment is required upon delivery.

Cross-ref: 6700, Purchasing

Ref: Education Law §§1604(26); 1709(29)
8 NYCRR §170.4

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