

MANCHESTER CITY SCHOOLS
Policy Manual

Descriptor Code: 2.801 Petty Cash Account
Issued Date: 07/26/99
Rescinds:
Rescind Date:
Review Month: September/October

In order to facilitate refunds and minor purchases, the central office and the individual schools in the system may maintain petty cash funds.¹ These funds will be used for the payment of permissible and properly itemized bills for materials, supplies, or services under conditions calling for immediate payments. The Board shall determine the maximum amount to be available in any fund.

The director of schools or his/her designee shall be responsible for disbursing and accounting for money from the central office fund. The principal in each school shall have the same responsibility regarding individual school funds.

Expenditures against these funds must be itemized and will be charged to the applicable budget code. After a budget item is exhausted, no expenditures against the item may be made from petty cash.

Itemized expenditures from the individual school funds shall be maintained and kept of file at each school. Expenditures made from the central office fund shall be itemized and kept on file in the director of schools' office.

Legal References:

1. [TISUAPM Section 5 Title 4](#)

Cross References