

PETTY CASH ACCOUNTS

The administration will administer petty cash funds as follows:

1. Petty cash may be used to purchase items costing less than \$100.00.
2. No purchase will be reimbursed through a petty cash account unless accompanied by a receipt and noted on the petty cash report.
3. The maximum petty cash allowable for Seacoast Charter School is \$200.00. Exceptions to this limit must be approved by the Board.
4. When the petty cash account is reimbursed, the appropriate expense account will be charged.
5. Money received must not be put directly into petty cash. This money must be turned in and the appropriate fund will be credited.

DATE:
Adopted:
Reviewed:
Revised:
Cancellation: