

## Business and Non-Instructional Operations

### Petty Cash Funds

#### Proposed Allotments

Elementary Schools	\$100.00
Support Services	\$100.00
Middle School	\$150.00
High School	\$150.00
Superintendent's Office	\$150.00

The Finance Director will act as the principal custodian of the petty cash fund.

On an as needed basis, the secretary of each location will submit a purchase order requesting replenishment of their cash; receipts for cash used must be attached to the voucher. Each requested amount **must** be broken down: identifying purpose, purchaser and account to be charged.

#### Example:

(On October 11, Memorial requests \$26.44)

Initial allotment	=	\$100.00	(receipts in this amount <b>must</b> accompany purchase order)
Amount used	=	<u>26.44</u>	
Balance on hand	=	\$73.56	

#### Breakdown:

10-2400-340	=	\$18.00	Postage, Principal
10-2222-490	=	2.44	Binding Tape, Library
10-1100-411	=	6.00	Holiday Stickers, Teacher

A check will be drawn, through the accounts payable system, to replenish the amount requested.

Funds will be kept in a safe, vault or locked strong box for those locations without safes or vaults.

Regulation approved: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS  
East Hampton, Connecticut