

## **PETTY CASH ACCOUNTS**

Petty cash funds may be established for schools, central office units and special programs in such instances as they will expedite the purchase of minor items and/or provide immediate payment for minor services.

Expenditures against these funds must be itemized and documented with receipts and will be charged to the applicable budget code.

The custodian for such accounts at the schools will be the principal. The account custodian at the Board's office will be the financial manager.

**LONDONDERRY SCHOOL BOARD**

Adopted: September 12, 1989