

PETTY CASH ACCOUNTS

In order to facilitate refunds and minor purchases, each building principal shall establish a small petty cash fund in each school. Expenditures against this fund must be carefully itemized by the principals and turned in to the Board Secretary whenever the balance drops below 50% of the authorized amount for the building. The Board Secretary will then issue a check from the General Fund in the amount necessary to replenish the petty cash account to the maximum authorized amount.

The amount of the petty cash funds for each building is as follows:

High School	\$60.00
Delhi Elementary / Middle School	\$60.00
Earlville Elementary	\$60.00
Johnston Elementary	\$60.00
Central Office	\$60.00

LEGAL REFERENCE:

DATE OF ADOPTION: January 14, 1981

DATE OF REVIEW: March 19, 2007

DATE OF REVISION: October 11, 2000

MAQUOKETA VALLEY COMMUNITY SCHOOL DISTRICT
DELHI, IOWA 52223