

**CENTER MORICHES UNION FREE SCHOOL DISTRICT  
PETTY CASH AND CASH IN SCHOOL BUILDINGS**

A petty cash account not to exceed \$100 shall be established in each school building, the central administrative office, Buildings & Grounds and the Business Office. In addition, the School Lunch Program start up cash will not exceed \$400.

The Building Principal or his/her designee shall be responsible for the petty cash account in his/her school building. The School Lunch Manager shall be responsible for the cafeteria accounts. The Superintendent of Schools shall designate a person to be responsible for the accounts in the central administrative office, the Buildings & Grounds Office and the Business Office.

To ensure that petty cash account funds are properly managed, the following guidelines shall be followed:

1. Receipts and cash-on-hand must always total the authorized fund amount. All disbursements from such funds are to be supported by receipted bills, paid out slips or other evidence documenting the expenditure.
2. Payments may be made from petty cash for materials, supplies, or services only when payment is required on delivery. Sales tax on purchases will not be paid by the school district from petty cash funds.

The district shall reimburse uses of petty cash funds up to the extent of expenditures, with appropriate documentary support. Each fund will be closed at the end of the school year.

**Cash in School Buildings**

Cash should be kept at a minimum, whether District or extra classroom funds, and shall be held in the vault in the Main Office of each District school building. Under no circumstances shall cash be left in classroom areas or desks. The District will not be responsible for funds left unprotected.

All funds, whether District or extra classroom funds, shall be deposited prior to close of school each week. Only authorized personnel designated by the building administrator shall be allowed in the Main Office vault.

Cross-ref: 5400, Purchasing

Ref: Education Law §§1604(26); 1709(29)  
8 NYCRR §170.4

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