

# POLICY

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## Board of Education Bernards Township

**File Code: M6620  
PETTY CASH**

The Board of Education shall annually pass a resolution authorizing the establishment of petty cash funds. The resolution shall state the amount authorized for each fund and designate the employee who is the custodian responsible for this fund. Board approved vouchers will be used to obtain monies for the establishment of petty cash funds.

Petty cash funds may be disbursed only for immediate payment of comparatively small expenditures and may not be used to circumvent the regular purchasing procedures of the District. No single petty cash expenditures may exceed \$25.00, and all expenditures must be authorized by the designated individual. Each request for petty cash must be a written document that is signed by the person making the request; supporting documents will be affixed to the request.

The custodian of a petty cash fund shall submit to the Business Administrator a request for replenishment on a monthly basis. The voucher will include disbursement slips and receipts to support the amount of the replenishment and its allocation by account.

All petty cash funds will be closed out for the audit at the end of the school year, and returned to the Business Administrator for deposit to the Board of Education.

**LEGAL:** N.J.S.A. 2C:21-15  
N.J.S.A. 18A:23-2; 18A:19-13  
N.J.A.C. 6:20-2.10

**ADOPTED:** September 24, 1990

**REVIEWED:** June 19, 2001