

POLICY

RANDOLPH BOARD OF EDUCATION

FINANCES
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Petty Cash
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6620 PETTY CASH

The Board of Education authorizes the establishment of petty cash funds in accordance with this policy. The Board directs the implementation of appropriate controls to protect the funds from abuse.

Account Title	Custodian(s)	Amount	Maximum Single Expenditure
Board Office	Operations Manager – Business Assistant Business Administrator	\$ 200.00 100.00	\$ 50.00
Center Grove School	Principal	\$ 100.00	\$ 50.00
Randolph Community School	Operations Manager – Superintendent Community School Supervisor	\$1,000.00 750.00	\$ 50.00
Consumer Science – Randolph High School	Principal	\$ 200.00	\$ 50.00
Consumer Science – Randolph Middle School	Principal	\$ 200.00	\$ 50.00
Facilities	Facilities Director	\$ 50.00	\$ 50.00
Food Services	Food Service Director	\$ 500.00	\$ 50.00
Fernbrook School	Principal	\$ 100.00	\$ 50.00
High School	Principal	\$ 200.00 400.00	\$ 50.00
Ironia School	Principal	\$ 100.00	\$ 50.00
Kinder Kids	Operations Manager – Superintendent	\$ 200.00	\$ 50.00
Middle School	Principal	\$ 200.00 400.00	\$ 50.00
Shongum School	Principal	\$ 100.00	\$ 50.00
Special Services	Operations Manager – Curriculum Managerial Secretary - Special Services	\$ 200.00	\$ 50.00
Transportation	Transportation Director	\$ 200.00 100.00	\$ 50.00



Petty cash funds may be disbursed only for the immediate payment of comparatively small expenditures and may not be used to circumvent the regular purchasing procedures of this district. Each request for petty cash funds must be in a written document that is signed by the person making the request; supporting documents, if any, will be affixed to the request.

The custodian of a petty cash fund shall submit to the Business Administrator a request for replenishment when the monies available in the fund have declined to twenty (20) percent or less of the authorized amount of the fund. The Business Administrator shall prepare a voucher for approval by the Board. The voucher will include disbursement slips to support the amount of the replenishment and its allocation to any account.

The petty cash box must be secured daily. All petty cash funds will be closed out for audit at the end of the school year, and unused funds will be returned to the depository. The custodian of each fund will report to the Board on amounts disbursed from the fund monthly.

N.J.S.A. 2C:21-15
N.J.S.A. 18A:19-13; 18A:23-2
N.J.A.C. 6A:23-2.9 et seq.

Adopted: 17 July 2012

Revised: _____

