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Petty Cash Accounts

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The Board of Education recognizes that efficient operation of the Madison Public Schools is facilitated by the availability of petty cash funds. Monies used for this purpose by the individual schools and offices of the school district shall be handled with good and prudent business practices.

The Superintendent shall establish limits for petty cash accounts, not to exceed ~~\$250.00~~ **\$500.00**. Petty cash accounts are to be used in the payment of necessary incidental expenses needed in too short a period of time to utilize the established purchase order system.

Petty cash disbursements shall be documented by voucher. Petty cash accounts shall be replenished through the submission of a purchase order with receipts. Appropriate accounting procedures consistent throughout the school district shall be established and maintained.

Legal Reference: Connecticut General Statutes
 10-237 School Activity Accounts

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