

## PETTY CASH ACCOUNTS

The Board directs the Treasurer to create petty cash accounts allowing certain employees to make small purchases. The Treasurer designates who can use the accounts, the amount of money that may be placed in the accounts as well as the procedures and requirements for reimbursing purchases as well as replenishing the accounts.

Any employee who ignores procedures may be held personally liable for losses.

[Adoption date: August 14, 2001]

[Re-adoption date: May 11, 2015]

[Re-adoption date: July 8, 2015]

LEGAL REF.: ORC 9.38

CROSS REF.: DM, Cash in School Buildings