

## **PETTY CASH ACCOUNTS**

Petty cash funds may be established for schools and special programs, with the approval of the Director of Finance and Operations, in such instances as they will expedite the purchase of minor items and/or provide immediate payment for minor services.

Petty cash is a convenience for the purpose of eliminating extensive bookkeeping and a waiting period for needed purchases and/or small payments and refunds. It is not for buying items for which the need can be predicted. Such items should be purchased through the usual purchasing procedures.

Petty cash funds shall be administered in accordance with requirements established by the Town Treasurer.

Adopted:                      November 21, 2011