

**PELHAM SCHOOL DISTRICT POLICY  
DJC – PETTY CASH ACCOUNTS**

*Category: Recommended*

District procurement cards shall be used for the purchase of minor items and/or providing immediate payment for minor services. P-cards should eliminate the need for petty cash transactions.

Should a school require a petty cash account, such account shall be approved by the Superintendent only after sufficient justification is provided and may not exceed a balance of \$100.

Expenditures against these funds shall be itemized and documented with receipts and shall be charged to the applicable budget code. After a budget item is exhausted, no expenditures against the item shall be made from petty cash.

The custodian for such accounts at the schools shall be the principal.

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**District Policy History:**

*Adopted: June 4, 2014*

*Revised: June 18, 2014*