

Williamson County Board of Education



Adopted Date:
2/16/04
Rev.8/21/06

2.801

PETTY CASH ACCOUNTS

1 In order to facilitate refunds and minor purchases, the central office and the individual schools in
2 the system may maintain petty cash funds.
3
4 Petty cash accounts for the individual schools may be established with a maximum of \$50 for each
5 school. Each petty cash transaction shall be limited to \$25.
6
7 Petty cash accounts for the central office may be established with a maximum of \$500.00. Each
8 petty cash transaction shall be limited to \$100.00
9
10 These funds will be used for the payment of permissible and properly itemized bills for materials,
11 supplies, or services under conditions calling for immediate payments.
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13 Expenditures against these funds must be itemized and will be charged to the applicable budget
14 code. All documentation must be maintained and kept on file at each school or, for central office
15 petty cash, in the Finance Department at the central office.
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Legal Reference:

Tennessee Internal School Uniform Accounting Policy Manual, Section 5-18 & 19

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