

PETTY CASH

While the Dayton School Committee requires stringent fiscal controls appropriate for their roles as guardians of public funds, it also recognizes the need for certain flexibility by system schools in obtaining ready access to needed materials. To that end the Dayton School Committee authorizes the Superintendent of Schools to provide districts schools and departments with a petty cash account as listed below.

1. Dayton Consolidate School 200.00

Petty cash is the responsibility of the School Principal. An internal audit of the petty cash accounts will be conducted at least annually by Central Office staff.

Petty cash should be for supplies only with a limit of \$50.00 per purchase.

Adoption: 12/19/02