

PETTY CASH FUND

A Petty Cash Fund for the GCED Office was established on July 1, 1991, in the amount of \$100.00 (One hundred dollars). A Petty Cash Fund for field trips was established on December 4, 2008, in the amount of \$300.00 (Three hundred dollars) for field trips and related student activities. The fund is to be used for postage and other miscellaneous items as deemed necessary. The bookkeeper shall administer the funds and balance the account on a monthly basis. The fund shall also be monitored by the bookkeeper and replenished as needed.

Proposed: 11-1-94

Adopted: 12-8-94

Revised on: 12-4-08

Policy 2 GCED