

BusinessPetty Cash Funds

~~Each building and the Town School Office may maintain a petty cash fund to facilitate immediate purchases requiring small amounts of money. No single petty cash expenditures should exceed \$25.00. A petty cash custodian will be designated at each site by the Business Manager or the building principal. The petty cash custodian is responsible for the disbursement, reconciliation and replenishment of petty cash.~~

The Brookfield Board of Education does not permit the establishment or operation of petty cash funds.

Revised and Approved:

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut