

## **Petty Cash**

The Board of Directors authorizes the administration to establish and oversee a petty cash fund under the following guidelines:

1. Petty cash may be used for purchases of goods and services costing \$50.00 or less per purchase.
2. The Petty Cash fund will not exceed \$100.00 at any time, not to exceed \$50.00 per cash box/safe.
3. No one, including TPCA employees, shall be allowed to cash checks from petty cash or any TPCA school fund.
4. The principal shall designate up to six individuals who are authorized to access the safe, not to exceed three individuals per safe at each location. Only those persons authorized to access the safe may have access to the petty cash. Neither the principal nor the vice principal may have access to the safe.

Adopted: January 22, 2004

Revised: April 24, 2013