



JCS-Inc. Policies

## 4019.1 School Petty Cash Policy

**Effective Date: June 9, 2017**

**Approved by: Board of Directors**

### **Policy:**

The School Board shall adopt a resolution to create a school revolving petty cash fund. The purpose of the fund is to have funds available to the Academy Coordinators and Managers for expense charges, postage due and other unforeseen small expenses, which cannot conveniently be charged and handled in the usual manner. Any changes in the uses of the account should be made by resolution.

Original Policy 01/20/06

Revised Policy 03/09/07

Revised Policy 06/09/17