Monroe 2-Orleans BOCES Policy
Series 4000 – Non-Instructional/Business Operations
Policy #4450 – CASH IN SCHOOL BUILDINGS AND PETTY CASH AND CHANGE FUNDS

Cash in School Buildings

Program/Department Administrators and Building Principals will establish procedures, in cooperation with the Business Office, to safeguard all cash received in their programs. Program/Department Administrators and Building Principals are to make arrangements which shall minimize the amount of cash retained in the buildings. It shall be their responsibility to make sure that any small sums of money retained in a building are securely locked.

Petty Cash Funds

The Board hereby authorizes the establishment of petty cash funds up to a maximum of $100 per custodian.

Custodians of each petty cash fund shall be appointed on an annual basis by the Board.

Change Funds

The Board hereby authorizes the establishment of change funds up to a maximum of $150 per custodian.

Custodians of each change fund shall be appointed on an annual basis by the Board.

Education Law Section 1709(29)

8 New York Code of Rules and Regulations

(NYCRR) Section 170.4

Adopted: 7/13/1999
Revised: 7/15/2008
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