

ALMOND-BANCROFT SCHOOL DISTRICT
Board Policy Manual

662.2

PETTY CASH

A petty cash fund of \$25.00 shall be maintained at a designated school depository and shall be reimbursed by the School Board on a monthly basis. The District Administrator is authorized to make expenditures from this fund.

Expenditures shall be carefully itemized with receipts or other supporting documents on file.

LEGAL REF.: Sections 120.14 Wisconsin Statutes
120.16(2)
Wisconsin Uniform Financial Accounting Requirements (WUFAR)

CROSS REF.: 661, Depository of Funds
662.1, Student Activity Funds Management
672, Purchasing
684, Audit

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