

CODE E10

PETTY CASH

Policy

It is the policy of the Chittenden South Supervisory Union and its member school districts (Charlotte, Hinesburg, Shelburne, Williston and Champlain Valley Union to provide a service of ready cash for any transaction that cannot be paid by check or credit card including but not limited to refunds, fees and the purchase of low dollar value items.

Implementation

1. The board authorizes the establishment of a petty cash fund to be administered by the district.
2. The superintendent's office will develop procedures for disbursement and accounting for the fund.

	Date Warned	Date Adopted
Chittenden South Supervisory Union	2/2/2007	2/15/07
Champlain Valley Union High School	2/2/2007	3/14/2007
Charlotte School District	3/23/2007	4/3/2007
Hinesburg School District	2/2/2007	2/15/07
Shelburne School District	2/2/2007	2/15/07
Williston School District	2/2/2007	2/15/07

Legal Reference(s):

Cross Reference(s):