

**File: DM  
(Replaces File 4.21)**

### **Cash in School Building**

In order to facilitate minor purchases, the School Committee shall permit the establishment and maintenance of a small petty cash fund in each school. Individual expenditures against this fund must not exceed \$50.00 and must be itemized by the principals and submitted to the school Business Coordinator on or about the last school day of each month.

ADOPTED: September 16, 1974

AMENDED: December 5, 1988; September 11, 2006