

Non-salaried Accounts**PETTY CASH FUNDS**

Petty cash funds may be authorized by the School Board pursuant to adopted policy for the purpose of making small expenditures for operation of schools and administrative units. Petty cash funds should be limited and restricted to units that have not been issued a procurement credit card, or where the use of cash is the only means available to pay for emergency required goods/services. The amount of the petty cash fund shall be commensurate with the volume and the purpose of transactions, but in no case shall exceed \$300.00. Each fund must be authorized by the supervising administrator having oversight over the location requesting the fund and by the Controller as to the amount.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 237.02(1)(c) F.S.; 6A-1.057 FAC

History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

Repromulgated: 12-11-74

Amended: 2-18-98