

SUBJECT: CASH IN SCHOOL BUILDINGS

Building administrators will establish procedures, in cooperation with the business office, to safeguard all cash received in the buildings. Building administrators are to make arrangements, which shall minimize the amount of cash retained in the school building. It shall be his/her responsibility to make sure that any small sums of money retained in a building are securely locked in a fire-retardant safe area.

Petty Cash Funds

Petty cash funds are approved at each location listed below for the amounts indicated.

\$150.00	-	Southern Adirondack Education Center
\$100.00	-	LaCrosse Street
\$150.00	-	F. Donald Myers Education Center
\$100.00	-	Gick Road (School Support Services)
\$100.00	-	Broad Street Teaching & Learning Center

Petty cash custodians are to be designated by the District Superintendent; the custodian shall use the imprest method of accounting for petty cash funds.

Education Law Section 1709
Commissioner's Regulations 170.4

Adopted: February 13, 2002