



**Policy: 5.21**

**SUBJECT:**                    **PETTY CASH ACCOUNTS**

**Supersedes:**                DJB  
**Effective:**                    September 8, 2008  
**Page:**                            1 of 1  
**Approved by:**                Detroit Board of Education

**1.0 Policy**

There will be an imprest cash account of \$50,000 in the custody of the General Superintendent or a designated agent. This account may be used for incidental or petty expenses and for purchases of urgently needed supplies. Receipts will be secured. This account will be audited regularly and reimbursed from regular accounts by Board action.

*Note: Petty cash funds for schools not to exceed \$25 have been authorized administratively. Regulations and procedures pertaining to these funds are set forth in the manual "Public School Internal Accounting System."*

**Attachments to Policy 5.21:**                None

**See also:**                                        None

**Legal References:**            Detroit Board of Education By-Laws, Art. Vii, Sec. Z

**Labor Contract References:**                None