

VIGO COUNTY SCHOOL CORPORATION  
TERRE HAUTE, INDIANA

File:   **DJB**  

**PETTY CASH ACCOUNTS**

In order to facilitate refunds and minor purchases, the Treasurer of the School Corporation may establish a small Petty Cash Fund in the central office and may authorize the establishment of a small Petty Cash Fund in each school in the school corporation. Expenditures against this fund must be carefully itemized in accordance with the procedures established by the Treasurer and turned in when reimbursement is claimed. After a budget item is exhausted, no expenditures against this item may be made, even from the Petty Cash Fund.

Adoption Date:       October 12, 1977

Legal Ref:

Cross Ref: