

Expenditures

All expenditures from school funds shall be made by check, except that provision may be made by administrative regulations for the use of a small petty cash fund in each school where needed. Invoices or other approved substantiating evidence shall be required for all payments from petty cash.

There shall be kept on approved forms a complete and accurate record of each and every transaction and a detailed classification of all receipts and expenditures. All public funds, or hereinafter defined, shall be segregated from all other funds in these records.

Adopted: 7/10/44
Revised: 9/22/75
Rescinded: 9/13/07
Reinstated: 11/7/07