

PETTY CASH ACCOUNTS

In accordance with law, the Board may establish petty cash accounts for programs in East Dakota Educational Cooperative, cumulative balance not to exceed a maximum of \$1,000.00. These accounts may be used to facilitate refunds and minor purchases of East Dakota Educational Cooperative.

Expenditures against these accounts must be itemized, documented with receipts, and will be charged to the applicable fund. After a budget item is exhausted, no expenditures against the item may be made for petty cash.

The Board will authorize employees within East Dakota Educational Cooperative programs to be accountable for the petty cash accounts. Disbursements from the accounts will not require Board approval or the signature of the Board president or the business manager.

Policy Adopted: September 19, 2007