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| TENNESSEE STATE BOARD OF EDUCATION | | |
| PETTY CASH ACCOUNTS | | 2801 |
| ADOPTED: July 28, 2017 | REVISED: | MONITORING: Review: Annually |

In order to facilitate refunds and minor purchases, each authorized charter school may maintain petty cash funds. A school that opts to use petty cash accounts shall adopt a policy and create procedures for maintenance of petty cash accounts and, at minimum, address:[†]

- (1) Appropriate transactional amounts;
 - (2) Permissible uses of funds; and
 - (3) Documentation and/or itemization of expenditures and transactions.
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Cross References:
Tennessee Internal School Uniform
Accounting Policy Manual, Section 5-16 through 19