

File: D10

### **PETTY CASH ACCOUNTS**

The Director of Budget and Human Resources will be allowed to maintain a petty cash fund of \$1,000. The Director of Career and Technical education will be allowed to maintain a petty cash fund of \$500. The principals of Chicopee High School and Chicopee Comprehensive High School will be allowed to maintain a petty cash fund of \$250.

This fund will only be used for emergency expenses.

No limit will be placed on any single expenditure.

Expended amounts will be charged to proper expense accounts when reimbursement is made to the principals.

1st reading: Reg SC Mtg 5/19/2010

2nd reading: Reg SC Mtg 6/2/2010