

The Assistant Superintendent for Administration shall prescribe procedures for the operation of petty cash accounts that will assure record keeping conformance to the school district accounting system.

In order to facilitate minor purchases and payments, and to make change when needed, cash accounts are authorized as follows and the amounts will be set by the Board of Education at the annual Organizational Meeting:

1. Central Administration (Business & Superintendent's Offices)
2. Johnson City Senior High School
3. Johnson City Middle School
4. Johnson City Intermediate School
5. Johnson City Primary School

Each petty cash fund shall be the responsibility of the principal or administrator having supervision over the office where such fund is located.