

TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION		
PETTY CASH ACCOUNTS		2801
ADOPTED: April 9, 2021	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.

Cross References:
Tennessee Internal School Uniform
Accounting Policy Manual, Section 5-16 through 19