

MINA Charter School

Access to Funding and Cash

1. MCS will endeavor to be a cash-free environment whenever possible.
2. Petty cash payments will be made from a fund not to exceed \$150, and may be used for local expense reimbursement, and small-dollar vendor purchases, provided proper documentation is furnished with each request. No individual payment shall be greater than \$75.
3. The Director of Finance will balance the petty cash account on a monthly basis. The replenishment check is made out to “[Director of Finance] - Petty Cash Custodian” on an as needed basis.
4. Receipt of cash will not be allowed unless associated with a program explicitly approved by the Principal. In the event cash is received associated with an approved program, the cash should be logged in a receipt book, a receipt provided to the payer, and the cash submitted with the receipt book to the Director of Finance for deposit.

Adopted & Approved by MCS: 11/26/2019