

### **3570 Petty Cash Accounts**

The Superintendent may establish a petty cash fund in the central office, any building or division or department in which he/she determines a need.

Approved: September 9, 2008

### **3600 Reimbursement of Expenses (Cf. 1168, 5330)**

District personnel, or members of the Board, who incur expenses in carrying out their authorized duties shall be reimbursed by the District to the extent approved or provided in Board policies or duly negotiated agreements upon submission of an approved voucher and supporting receipts. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

Approved: September 9, 2008

LEGAL REF: MCL [15.321-330](#); [129.221](#) et. seq.; [129.241](#) et. seq.; [380.621a](#); [380.1217a](#); [380.1254](#)