

Series 3000: Operations, Finance, and Property

3200 Finance and Borrowing

3205 Disbursements

- A. A person authorized by the Board to draw upon District depository funds may sign and validate a warrant, check, and other instruments to draw upon such funds.
- B. Petty Cash
1. Reserved
 2. Reserved
 3. Reserved
 4. Reserved
 5. Reserved
 6. Reserved
- C. District funds or other “public funds” (as defined in Revised School Code Section 1814) under the control of the District may not be used to purchase the following:
- alcoholic beverages;
 - jewelry;
 - gifts;
 - fees for golf; or
 - any item the purchase or possession of which is illegal.
- D. Public funds may be used to purchase the following to recognize an employee, volunteer, or student, if the value of the purchase does not exceed the annually adjusted amount established for that purpose by MDE:
- plaque;
 - medal;
 - trophy; and
 - other awards.
- E. The Superintendent or Board designee will keep records of receipts and disbursements and identify the sources from which they have been paid as required by law.

F. A person who misuses District funds or violates this Policy may be subject to discipline, including reimbursing the District for any unauthorized purchase.

Legal authority: MCL 380.1814

Date adopted: August 14, 2023

Date revised: