

# Policies

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## **Newport Public Schools Business - Fiscal Management – Principals' Accounts**

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**No. 3190**

Page 1 of 1

Principal accounts are furnished and maintained at each school.

A record showing the date, amount, to whom paid, item purchased, receipt from vendor, a record of the signature of the person receiving moneys, and the signature of the principal approving the purchase must be retained by the Principal Account custodian.

Reviewed 7/2017