



Buffalo Teachers Federation, Inc.  
271 Porter Avenue  
Buffalo, New York 14201  
(716) 881-5400  
[www.btfny.org](http://www.btfny.org)

President, PHILIP RUMORE

October 30, 2017

MEMO TO: All Buffalo Teachers  
FROM: Philip Rumore, President, BTF  
RE: BTF Negotiated Petty Cash Fund

Article XI G (2) Established a Petty Cash Fund.

The Contract States:

“(2) Of the amount allocated for this purpose the Board will make available to each school \$2.00 per pupil, to be used for the incidental purchase of instructional supplies and materials. The amount per pupil shall be increased to \$3.00 effective July 1, 2001 and to \$5.00 effective July 1, 2002.”

The per pupil amount was increased to \$8.00/pupil effective July 1, 2017.

Since this is a BTF negotiated petty cash fund for teachers, teachers have determined how said funds are allocated. I know of no principal who has objected to this procedure (nor has the District). One or two of the control types have tried but have not succeeded. Talk about being petty about petty cash.

- Many schools have divided the total evenly among teachers based upon their full or part time status at the school.
- The Building Committee should make the recommendation to the faculty for its approval.
- The District will reimburse teachers in their pay check. The reimbursement will not be taxed and will be identified on the check.
- The District cannot reimbursement for sales taxes paid; therefore, you should advise the merchant of the District’s tax exempt number 16-6001554.
- In many schools, the teachers set up and advise the staff of a deadline for submission of receipts so the funds remaining can be utilized and not returned to the District.

Sometimes there is one additional submission per teacher based upon submission date, seniority, etc.

- While it is the principal's responsibility to approve the vouchers, that approval cannot be withheld based upon an arbitrary and capricious decision. If so, it can be grieved.
- There is a \$50 maximum reimbursement per receipt.

PR:su