

Black Butte School District 41

Code: **DJB**
Adopted: 1/08/02
Readopted: 4/28/09; 8/24/10; 1/13/14
Orig. Code(s): DJB

Petty Cash Accounts

The Board may authorize such petty cash accounts as are in accordance with state law or regulations and approved accounting procedures. The petty cash account shall not exceed \$200.

Petty cash funds will not be used to circumvent established purchasing procedures, but will be used as a convenience for immediate purchases of low-cost goods and services.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)

Cross Reference(s):

DIC - Financial Reports and Statements
DIE - Audits