

Central Curry School District 1

Code: **DJB**
Adopted: 8/13/03
Readopted: 12/16/15
Orig. Code(s): DJB

Petty Cash Accounts

The district may maintain a petty cash account in the business office. Each school may have a “petty cash fund” which is replenished by the business office upon receipt of a report form and the necessary supporting documents for payment of the bills.

At the end of the school year, all petty cash funds shall be turned in to the business office.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)

Cross Reference(s):

DIC - Financial Reports and Statements