

Condon School District 25J

Code: **DJB**
Adopted: 10/08/84; 4/12/94
Readopted: 11/09/05; 11/12/08; 4/13/16
Orig. Code(s): DB

Petty Cash Accounts

Petty cash funds may be established annually in an amount not to exceed \$100 for each school and for the central administrative office. Such funds shall be used for the payment of properly itemized bills of normal amounts and under conditions calling for immediate payment. Responsibility, security and accounting of petty cash funds will be in accordance with Board policy and requirements of law.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)

Cross Reference(s):

DIC - Financial Reports and Statements
DIE - Audits