

Corbett School District 39

Code: **DJB**
Adopted: 8/19/87
Readopted: 10/16/97, 2/21/07
Orig. Code(s): DJB

Petty Cash Accounts

The budget, as adopted by the Board, becomes the financial plan of the district for the ensuing budget period. The deputy clerk will establish a fund not to exceed \$100. Money expended from the fund will be replaced as needed.

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 in an efficient manner.

Records will be kept of all expenditures from the petty cash fund and receipts will be furnished to account for all money expended. Expenses will be assigned to the proper budget account.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)